# MANUAL OF THE BOARD OF EDUCATION

1890 - 91

1 of 3
Duplicate
Copies (also located
in: Reports, Board of
Education 1908 Call
No. 379 H655. on
Microfilm)

# MANUAL

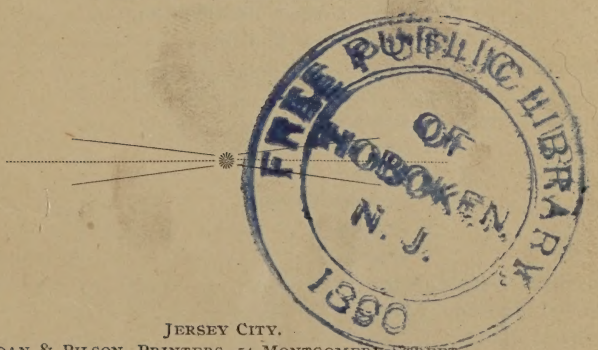
—OF THE—

# BOARD OF EDUCATION

—OF THE—

# CITY OF HOBOKEN.

NEW JERSEY.




JERSEY CITY.
DOAN & PILSON, PRINTERS, 54 MONTGOMERY STREET.

1890.

# CONTENTS.


PAGE.

Officers for 1890–91 ..... 3
Members of Board from various Wards ..... 4
Standing Committees for 1890–91 ..... 5
Officers of Board of Education from 1865 to 1891 ..... 6
Ordinances relative to the Public Schools ..... 7
By-Laws of the Board of Education ..... 13
Parliamentary Practice Chart ..... 21
Rules of Order ..... 19
Order of Business in meetings ..... 22
Rules and Regulations for Superintending Principal ..... 23
" " " " Principals ..... 25
" " " " Vice-Principals ..... 30
" " " " Teachers ..... 30
" " " " Monitors ..... 33
" " " " Absence from Duty ..... 34
" " " " Opening and Closing Exercises ..... 36
" " " " High-School ..... 37
" " " " Normal " ..... 43
" " " " Scholars ..... 42
" " " " Janitors and Engineers ..... 40
" " " " Teachers' Meetings ..... 46
" " " " Night Schools ..... 47
" " " " Census Enumeration ..... 47
" " " " Miscellaneous ..... 48
General Remarks ..... 51
Duties of Librarian ..... 52
Course of Study in High-School ..... 53
" " " " Grammar Schools ..... 64
" " " " Primary " ..... 56
" " " " German Classes ..... 70
" " " " Drawing " ..... 72
" " " " Music " ..... 73
Teachers' Names, Residences, &c ..... 76
Official Monitors' List ..... 84
General Index ..... 85

148072

# OFFICERS OF THE BOARD,

## ◁1890-1.▷

*President.*

CHARLES B. RUDOLPHY.

*Clerk.*

JOHN TOOHEY.

*Treasurer.*

EDWARD RUSS.

---

*Superintending Principal.*

DAVID E. RUE.

NAMES, RESIDENCES AND TERMS OF OFFICE

—OF THE—

# MEMBERS OF THE BOARD OF EDUCATION.

| WARD. | NAMES. | TERM EXPIRES. | RESIDENCES. |
|---|---|---|---|
| First, | HENRY HESS, JR. - - - - - | May 1, 1891, | 12 Second St., Hoboken. |
| " | CHARLES B. RUDOLPHY, - - - | " " 1892, | 64 Bloomfield St., " |
| " | CHARLES A. HICKS, - - - - - | " " 1893, | 9 Washington St., " |
| Second, | JOHN REID, - - - - - - | " " 1893, | 397 Bloomfield St., " |
| " | CHRISTIAN F. GUTH, - - - - | " " 1891, | 318 Washington St., " |
| " | EDWARD RUSS, - - - - - | " " 1892, | Second Nat. Bank, " |
| Third, | CHARLES V. DARCY, - - - - | " " 1891, | 230 Garden St., " |
| " | JOHN B. ACKER, - - - - - | " " 1892, | 173 Park Ave., " |
| " | WILLIAM J. DYNAN, - - - - | " " 1893, | 160 Willow Ave., " |
| Fourth, | JOHN TOOHEY, - - - - - | " " 1891, | 93 Adams St., " |
| " | JOHN J. MEEHAN, - - - - - | " " 1892, | 10 Clinton St., " |
| " | A. J. ARATA, - - - - - | " " 1893, | 90 Adams St., " |

# STANDING COMMITTEES,

## 1890--91.

*Teachers, Salaries and School Government.*

HESS, REID, DARCY.

*Supplies.*

HICKS, GUTH, MEEHAN.

*Repairs.*

MEEHAN, GUTH, HICKS.

*Normal School Examination.*

ACKER, DYNAN, ARATA.

*Library.*

DARCY, ARATA, DYNAN, ACKER.

*School Buildings and Furniture.*

ARATA, HESS, REID.

*Auditing.*

DYNAN, HESS, DARCY.

## SPECIAL COMMITTEE ON MANUAL.

JOHN REID,
HENRY HESS, JR.,
CHARLES A. HICKS,
CHARLES V. DARCY.
EDWARD RUSS.

# OFFICERS OF THE BOARD OF EDUCATION.

**From its Organization to up to Date.**

| Date | Presidents. | Clerks. | Treasurers. |
|---|---|---|---|
| 1865 | N. A. Wood | Bradley H. Baldwin | William H. Wilson |
| 1866 | Warren A. Jackson | " " | " " |
| 1867 | Peter Ritter | John W. Bryce | " " |
| 1868 | Romeo F. Chabert | Samuel W. Carey | P. H. Edmondson |
| 1869 | Wm. T. Hoffman | " " | Bethuel N. Crane |
| 1870 | " " | George C. Cooper | William C. Harp |
| 1871 | " " | " " | " " |
| " | " " | Ferdinand Luthin | " " |
| 1872 | Edward G. Brown | " " | " " |
| 1873 | " " | Robert H. Alberts | " " |
| 1874 | " " | " " | " " |
| 1875 | " " | " " | " " |
| 1876 | " " | " " | " " |
| 1877 | Edwin J. Kerr | Nestor Aymong | " " |
| 1878 | " " | " " | James Harksen |
| " | *Albert Bogert | *John J. Kiernan | " " |
| 1879 | Wm. T. Hoffman | Lewis R. McCulloch | " " |
| 1880 | Stephen T. Munson | " " | Isaac Ingleson |
| 1881 | " " | " " | " " |
| " | **Fred. Bels | " " | " " |
| 1882 | †Edwin W. Gritten | " " | " " |
| 1883 | " " | " " | James Harksen |
| 1884 | John Reid | " " | " " |
| 1885 | Thomas F. Hatfield | " " | " " |
| 1886 | Thomas H. McCann | " " | " " |
| 1887 | Cornelius Kiel, Jr. | " " | " " |
| 1888 | Henry Hess | John Toohey | " " |
| 1889 | " " | Jas. J. Lawson | Edward Russ |
| 1890 | ††James Harksen | " " | " " |
| " | Chas. B. Rudolphy | John Toohey | " " |

*For one evening. ** From May 1, 1882, to Sept. 11, 1882. † From Sept. 11, 1882.
†† One month, April, 1890.

## CHAPTER CCLXXXVIII.

An Act to regulate the number of votes required by cities of the second and third classes to adopt resolutions and motions relating to the expenditure of money.

1. Be it enacted by the Senate and General Assembly of the State of New Jersey, That in all cities of the second and third classes of this State, no resolution or motion involving the expenditure of money shall be adopted or passed by the Board of Aldermen, Common Council, or other legislative body of such city by a vote of less than a majority of the whole number thereof.

2. And be it enacted, That this act shall take effect immediately.

Approved May 13, 1889.

# ORDINANCES.

## I.

### AN ORDINANCE TO ESTABLISH A BOARD OF EDUCATION AND DEFINE ITS DUTIES.

*The Mayor and Council of the City of Hoboken do ordain as follows:*

§ 1. The Board of Trustees of Common Schools shall meet at the School Building on the the first Monday in May, at eight o'clock in the evening, and shall proceed to organize by electing one of their number as President, and another as Clerk, and one as Treasurer, and a majority of said members shall be competent to transact the business of said Board. Said Board shall meet general business at least once in each month.

§ 2. The said Board of Education shall haye the general management and control of the Public Schools now established and hereafter to be established in Hoboken, and of all the property therein contained or appertaining thereto, and shall have power, and it shall be their duty, to make Rules of Order and By-Laws for the government of the Board, its members and committees, and general regulations to secure proper economy and accountability in the school moneys; to supervise, manage and govern the Public Schools in Hoboken, and from time to time make all needful rules and regulations therefor; to direct the course of public studies, provide in all things for the good government and management of the Public Schools; to purchase books, apparatus, stationery, and other things necessary and expedient to enable the said Public Schools to be properly and successfully conducted; to keep the school building or buildings properly repaired and furnished, and to fix the number and compensation of the teachers to be employed therein and select and employ such teachers; but all supplies which shall be procured by said Board, exceeding in amount one hundred dollars, shall be obtained by contract, proprosals for which shall be advertised for in one or more of the public newspapers.

§ 3. The Board of Education may provide evening schools for those whose ages or avocations are such as to prevent their attending the day schools, in such of the school houses or other buildings used for school purposes, as they may from time to time deem expedient.

§ 4. It shall be the duty of the said Board of Education:

FIRST—To examine and inspect each of the schools at least twice in each year, and oftener, if necessary, and on or before the first day of April to make and transmit to the Council a report in writing, in which they shall set forth the condition of the several school buildings, and whether any, and if any, what repairs, alterations or modifications of these buildings seem to be necessary.

SECOND—Whether they are kept clean and in good order.

THIRD—In what manner they are heated and ventilated and how effectual the means used are in producing the result desired.

FOURTH—The studies pursued.

FIFTH—The punctuality of attendance of the scholars and teachers.

SIXTH—The progress of the classes in their studies.

SEVENTH—The order, attention and general appearance of each school.

EIGHTH—The length of each morning and afternoon session, and the number and length of recesses allowed.

NINTH—The number of scholars who shall have been admitted and taught in each school and discharged therefrom during the preceding year, and the average number that have actually attended each school during said year.

TENTH—The number and qualifications of the teachers, and such other matters as, in their opinion, are important to ensure the discipline or extend the usefulness of the schools.

§ 5. The Treasurer of said Board shall be required to enter into bonds, in two or more sureties, in the sum of two thousand dollars, to the Mayor and Council, before entering upon the duties of his office.

§ 6. The said Board shall examine and audit all claims for school purposes and salaries, and shall, monthly, present a claim for the aggregate amount of the same to the Council, who shall thereupon order a warrant to the order of the Treasurer of the Board of Education, whose duty it shall be to pay the said claims and salaries in the manner directed by the Board of Education; and it shall be the duty of the Board of Education to make a quarterly statement in detail to the Council of all moneys expended by them during said quarter.

§ 7. The Board of Education, on or before the first day of March in each year, shall make a particular statement, in writing, to the Council of the amount of money that will be required during the fiscal year for school purposes, and altering, repairing, furnishing or building school houses; and in no one year shall the money expended or liabilities incurred for school purposes, or for building, altering, repairing or furnishing school houses,

either by the Board of Education or the Council, exceed the amount authorized to be raised by tax in each year for those purposes.

§ 8. The said Board of Education shall observe and carry into full effect all ordinances adopted by the Mayor and Council of Hoboken, and all resolutions respecting the matters provided for by this ordinance, which shall be passed by the Council and approved by the Mayor in the manner provided for in the city charter for the approval of ordinances by him.

§ 9. No member of said Board of Education shall be interested directly or indirectly in any contract, payments under which are to be made, in whole or in part, out of moneys derived from any school fund, or raised by taxation for the support of common schools.

§ 10. The said Board of Education shall not adopt or establish any rule or regulation by which any child or children residing in Hoboken, between the ages of five and seventeen years, shall, except for misconduct, be prevented from attending the public schools in said city without any cost or expense whatever.

§ 11. There shall be provided and kept in each school, by the principal teacher thereof, necessary blank books, in which shall be entered by such teacher, the names, residences and ages of the scholars attending school, and the number of days they shall have respectively attended, the absences of any or either of the teachers in such school, and the alleged cause thereof, and also the names of all persons visiting such school and the time of such visiting; which books shall at all times be kept open for the inspection of any person or persons who may desire to inspect the same.

§ 12. All ordinances and parts of ordinances relating to Public Schools, heretofore passed, be and they are hereby repealed. Passed April 29, 1865.

R. A. REED, Chairman of the Council,

Approved May 4, 1865

JOHN KENNEDY City Clerk. FRED. B. OGDEN, Mayor.

---

## II.

## AN ORDINANCE TO AMEND "AN ORDINANCE TO ESTABLISH A BOARD OF EDUCATION AND DEFINE ITS DUTIES," APPROVED MAY 4, 1865.

---

*The Mayor and Council of the City of Hoboken do ordain as follows:*

§ 1. The Board of Education shall hereafter have power to pay a yearly salary to the Secretary of said Board not exceeding one hundred and fifty

dollars, and a yearly salary to the Treasurer of said Board not exceeding one hundred dollars; said salaries to be paid out of the moneys appropriated for school purposes.

Passed June 19, 1867.

THEODORE S. PARKER,
Chairman of the Council.

Approved June 20, 1867.

F. W. BOHNSTEDT, Mayor.

Attest. JOHN KENNEDY, City Clerk.

---

III.

## AN ORDINANCE TO AMEND "AN ORDINANCE CREATING A BOARD OF EDUCATION."

---

*The Mayor and Council of the City of Hoboken do ordain as follows:*

§ 1. That the Board of Education shall hereafter have power to pay a yearly salary to the Secretary of said Board not exceeding the sum of four hundred dollars, said salary to be paid out of the moneys appropriated to school purposes.

§ 2. That all ordinances and parts of ordinances inconsistent with the provisions of this ordinance, be and the same are hereby repealed.

Passed September 13, 1870.

THEODORE S. PARKER,
Chairman of the Council.

Approved September 14, 1870.

HAZEN KIMBALL, Mayor.

Attest, FRED. E. ROWALD, City Clerk.

---

IV.

## A SUPPLEMENT TO AN ACT ENTITLED: "AN ACT TO INCORPORATE THE CITY OF HOBOKEN," APPROVED MARCH 28th, 1855.

---

§ 1. AND BE IT ENACTED, That the Board of Education hereafter to be elected in the City of Hoboken, shall at their first meeting after their election, divide the Trustees of each ward into three equal classes, one of which shall go out of office at the expiration of the first year; one at the expiration of the

second year, and one at the expiration of the third year, which division shall be made by lot; and that at each succeeding charter election thereafter, the said wards shall, respectively, elect one person as Trustee for said ward who shall hold his office for three years; and in case of death or disability of any Trustee, a person shall be elected to serve the unexpired term at the next charter election; and that any Trustee removing from the ward wherein he was elected, shall be disabled within the meaning of this act.

Approved March 27, 1874.

---

## V.

## AN ORDINANCE TO AMEND AN ORDINANCE, "TO ESTABLISH A BOARD OF EDUCATION, AND TO DEFINE THEIR DUTIES."

---

*The Mayor and Council of the City of Hoboken do ordain as follows:*

§ 1. The Board of Education shall have power to prescribe rules for the prevention of contagious diseases.

§ 2. All ordinances and parts of ordinances conflicting with the above section be, and the same are hereby repealed.

Passed April 25, 1876.

GEORGE J. DUCKER, City Clerk.

Approved April 28, 1876.

JOSEPH RUSSELL, Mayor.

# BY-LAWS

OF THE

# BOARD OF EDUCATION.

## ARTICLE I.

SECTION 1. The Officers of the Board of Education shall consist of a President, (who shall be *ex officio* a member of all committees), a Clerk and a Treasurer. The meetings of the Board shall be held in Public School Building No. 1, on Garden Street (unless otherwise ordered by the Board), on the second and last Mondays of each month, at 8 o'clock P. M.

SEC. 2. Special meetings may be called by the President or Clerk, upon the written request of any three members of the Board. Written notice of such special meeting shall be given to each member, which shall distinctly state the subject matter to be acted upon at such special meeting, and no other business shall be transacted except that stated in the call.

SEC. 3. In May of each year the President shall appoint the following Standing Committees, unless otherwise ordered by the Board, viz.: A Committee on Teachers, Salaries and School Government; a Committee on Repairs; a Committee on Supplies; a Committee on Normal School Examination and Census; a Committee on Audit; a Committee on School Buildings and Furniture; a Library Committee; and such other Committees as the Board may deem expedient.

## ARTICLE II.

### DUTIES OF THE PRESIDENT.

SEC. 4. The President shall preside at all meetings of the Board; appoint all Committees unless otherwise ordered by the Board; and it shall be his duty to enforce order, strict decorum, obedience to the Rules and Regulations of this Board, and perform such other duties as usually appertain to that office.

SEC. 5. In case of the absence of the President, until 9 o'clock P. M., the Board shall appoint one of their number President *pro tempore*. Such presiding officer shall not have power to sign warrants or appoint Standing Committees unless directed to do so by a two-third vote of the Board at a regular meeting.

## ARTICLE III.

### DUTIES OF THE CLERK.

SEC. 6. It shall be the duty of the Clerk to keep a written record of the proceedings of the Board of Education, and notify the members in writing of all special meetings. He shall keep a Warrant Book, and all warrants drawn shall be numbered and made payable to the person or persons entitled to receive the same, and before the delivery of the warrants so drawn, he shall enter on the margin of the aforesaid Warrant Book the number, date and amount of the same, for what purpose drawn, the date of the order of resolution authorizing the same, the name of the person or persons to whose order the same is made payable, and take a receipt therefor. He shall keep an account of the expenditures of the several schools under charge of the Board of Education. He shall also keep a book wherein all financial transactions of the Board shall be fully noted, and have each account kept separately. He shall be punctual in his attendance at the meetings of the Board, and also at the regular Committee meetings, and in case of his absence, he shall send all necessary books and papers, and perform such other duties as the Board may direct.

SEC. 7. All books (except the Treasurer's), receipts and papers of the Board of Education, shall be in the custody of the Clerk (unless otherwise ordered by the Board) who shall be held responsible for the same.

## ARTICLE IV.

### DUTIES OF THE TREASURER.

SEC. 8. It shall be the duty of the Treasurer to keep a correct account of all the moneys received and disbursed by him, on account of the Board of Education; and he shall make in writing, a semi-annual report in detail to the Board, of all receipts and expenditures; he shall promptly cash all warrants drawn upon him, in accordance with the regulations of the Board. Previous to passing resolutions ordering drafts on the Council he shall state to the Board what balance, if any, remains over in his hands.

SEC. 9. No money shall be paid out of the Treasury except on a warrant, signed by the President, and countersigned by the Clerk of the Board; and no warrant shall be drawn on the Treasurer by said officers except in pursuance of an order by the Board of Education, passed at a meeting of the Board, and entered on the minutes thereof.

## ARTICLE V.

### DUTIES OF COMMITTEE ON TEACHERS, SALARIES AND SCHOOL GOVERNMENT.

SEC. 10. All applications for teachers or janitors of the schools, shall be referred to the Committee on Teachers, Salaries and School Government, who shall examine into the qualifications of the applicants and report thereon to the Board, after hearing which the Board may proceed to make appointments. The said Committee shall also see to the execution of the various instructions and rules of the Board, in reference to the order and government of the schools under their jurisdiction. This Committee shall hear and examine into all complaints, whether from teachers, parents or janitors, and report thereon monthly, or oftener, if required. They may also recommend such changes in the relation of teachers or janitors, and in the formation of new classes, as in their judgment may be deemed expedient.

SEC. 11. No appointment or removal of any Teacher, Monitor, Janitor or Engineer shall be made, or salaries increased or decreased, except by a two-third vote of the full Board. This Committee shall also examine into and report on all absences of teachers, unless otherwise ordered by the Board.

SEC. 12. All propositions for the introduction of new books into any of the schools, shall be referred to this Committee, who shall examine said books and report to the Board. It shall also have supervision of the studies pursued in the Schools, and report from time to time such changes as it may deem necessary, and what new studies, in its opinion, it is expedient to introduce, or old studies to discontinue, but such Committee shall be guided by the course of studies adopted by this Board. No change in books or studies shall be authorized unless by a majority vote of the Board.

SEC. 13. This Committee shall not recommend any applicant for the position of teacher or monitor who is under the age of eighteen, and in all appointments of teachers in the public schools—all other qualifications being equal—preference shall be given to the oldest applicants, who are graduates of the Normal School, and residents of Hoboken.

SEC. 14. This Committee shall have power to regulate the sessions of the schools, in stormy weather, as may seem judicious and for the best interests of the schools.

## ARTICLE VI.

### COMMITTEE ON REPAIRS.

SEC. 15. The Committee on Repairs shall have power to make such repairs—in buildings and furniture, under the jurisdiction of the Board, as it may deem necessary. When it is determined to alter or repair buildings or furniture, the same shall be done under supervision of this Committee,

unless otherwise ordered. This Committee shall in all cases where possible, have estimates for work by at least three parties, and give it to the lowest bidder, all things being equal. Except in cases of emergency, all work must be authorized by a vote of the Board.

SEC. 16. No repairs shall be made without a written order signed by at least two members of this Committee; said order shall specify the work to be done. It shall be attached to the bill for the work; and no claim for work or repairs shall be entertained by the Board unless such order, duly signed, is attached to the claim.

SEC. 17. All bills for work or repairs must be endorsed as correct by at least two members of this Committee.

SEC. 18. This Committee shall make a written report to the Board at its next meeting, of any new work or repairs ordered since its last session.

## ARTICLE VII.

### COMMITTEE ON SUPPLIES.

SEC. 19. All applications for supplies not exceeding in cost the sum of $100, urgently required before the next meeting of the Board, must be made to the Committee on Supplies, and said Committee shall have power to furnish the same, and it shall be their duty to report the same to the Board at the next meeting thereafter. No supplies shall be furnished to any of the schools unless ordered by a majority of the Committee, after they have examined into the necessity for said supplies. All supplies, except in cases of emergency, must be authorized by a majority vote of the Board.

## ARTICLE VIII.

### NORMAL SCHOOL EXAMINING AND CENSUS COMMITTEE.

SEC. 20. It shall be the duty of the Normal School Examining and Census Committee to hold such examinations and make such reports as are required by the rules adopted by the Board governing the Normal School. They shall also examine, carefully, all census returns, and report upon them prior to any payment being made for the same.

## ARTICLE IX.

### AUDITING COMMITTEE.

SEC. 21. It shall be the duty of the Committee on Audit to examine into and certify to the correctness of such bills and pay rolls as the Board may refer to it. It shall also examine the accounts of the Clerk and Treasurer, and report thereon semi-annually, or oftener, if directed to do so.

## ARTICLE X.

### COMMITTEE ON SCHOOL BUILDINGS AND FURNITURE.

SEC. 22. It shall be the duty of this Committee to confer with the Com-

mittee on Public Grounds and Buildings of the Council, and recommend such plans for the construction and ventilation of new buildings as may be considered best.

SEC. 23. It shall have a general supervision over the school buildings, and recommend to the Board from time to time such alterations and improvements for said buildings as they may deem necessary.

SEC. 24. It shall also supervise the purchase of new furniture and heating apparatus—the usual rule as to advertising, etc., being complied with, under the directions of the Board.

## ARTICLE XI.

### COMMITTEE ON LIBRARY.

SEC. 25. This Committee shall purchase the books and have charge of the Public School Free Library, and make rules and regulations not otherwise provided for, in regard to the distribution and care of the books, etc., subject to the approval of the Board of Education. This Committee shall see that the Rules made for the Librarian, entitled, "Duties of Librarian," are faithfully carried out.

## ARTICLE XII.

SEC. 26. All Standing Committees shall meet on the Thursday evening preceding the regular meeting of the Board. When such Committees report, it shall be in writing, and all necessary details shall be given. These Committees may from time to time change their regular evening for meeting. If such is done, notice must be given at a regular meeting of the Board, when it will be noted on the minutes.

## ARTICLE XIII.

SEC. 27. When the Standing Committees fix upon a regular evening for meeting—which they do immediately upon their organizatian—they shall post a notice in the Board-room in a conspicuous place giving information as to their time and place of meeting. If convenient all Committees should meet in the Board-room. To authorize a Committee's work, it must be signed by a majority of the Committee, as the case may be.

## ARTICLE XIV.

SEC. 28. Any portion of these articles, viz.: The By-Laws, the Rules of Order, the Rules and Regulations for the Government of the Schools, and the Course of Studies in the Schools, may be amended at a regular meeting by submitting such amendment in writing at a previous meeting with at least two weeks' time intervening. Such Amendment may be made if two-thirds of a full Board concur. The vote shall be by Yeas and Nays, and shall be recorded on the minutes.

SEC. 29. A By-Law, a Rule or Regulation for the Government of the Schools, or any part of the Course of Studies, may be suspended by a two-thirds vote of the full Board.

# RULES OF ORDER.

SEC. 1. No motion shall be entertained unless seconded. The name of the member making a motion shall be entered on the minutes. Every resolution offered, or report made shall be presented in writing, unless otherwise determined by the Board by a two-third vote. A question may be divided at the request of any member, where the sense will admit of it.

SEC. 2. When two or more members rise at the same time, the President shall decide which is entitled to the floor.

SEC. 3. When a question is before the Board no motion shall be entertained, unless:

1st—To adjourn.
2d—The previous question.
3d—To lay on the table.
4th—To postpone.
5th—To refer.
6th—To amend.

They shall take precedence in the foregoing order, and the first three shall be decided without debate.

SEC. 4. When the previous question has been ordered, it shall preclude all debate and motions, and the question shall be taken on the pending amendments in their proper order.

SEC. 5. The yeas and nays shall be taken when called for by any two members, and recorded in the minutes.

SEC. 6. A motion to reconsider may be made at the same meeting, or the next meeting thereafter, by any member who voted with the majority or prevailing side; but no motion for a reconsideration a second time shall be entertained. Motions for a reconsideration must be sustained by a two-third vote of a full Board.

SEC. 7. On an appeal from the decision of the President, a tie vote shall sustain the Chair.

SEC. 8. Every member shall have the privilege of speaking twice, for five minutes each time, upon any question under consideration, but not oftener, unless by consent of a majority of the members present, or by permission of the President. When an amendment is offered and seconded, a member may speak again—once.

SEC. 9. All protests against the proceedings of the Board, if couched in respectful language, shall be received and entered in full upon the minutes.

SEC. 10. All resolutions or motions which require a two-third vote to pass, shall not be rescinded or reconsidered unless by the same vote which was required for their original adoption.

SEC. 11. On all questions involving the outlay of money, or on an appointment, the Yeas and Nays shall be called and recorded. At the request of any member, any bill or appointment must be laid aside and a separate vote taken upon it.

SEC. 12. For further parliamentary practice, "Cushing's Manual" shall be the standard.

| Section in Rules of Order. | PARLIAMENTARY CHART, MOTIONS, &c. | Debatable. | Not Debatable. | Majority vote. | Cannot be Amended. | Cannot be Reconsidered. | Requires ⅔ Vote. | Need not be seconded. | In order, when another holds the floor. |
|---|---|---|---|---|---|---|---|---|---|
| 3 | Adjourn | 0 | * | * | * | * | 0 | 0 | 0 |
| 0 | Adjourn. Fix time to | * | 0 | * | 0 | 0 | 0 | 0 | 0 |
| 3 | Amendment to a motion | * | 0 | * | 0 | 0 | 0 | 0 | 0 |
| 0 | Amendment to an Amendment | * | 0 | * | * | 0 | 0 | 0 | 0 |
| 7 | Appeal to the House | * | 0 | * | * | 0 | 0 | 0 | * |
| 5 | Call for Yeas and Nays | 0 | * | 0 | * | * | 0 | 0 | 0 |
| 0 | Call to order | 0 | * | 0 | * | 0 | 0 | * | * |
| 0 | Close debate | 0 | * | 0 | 0 | 0 | * | 0 | 0 |
| 3 | Commit (Same as Amend) | * | 0 | * | 0 | 0 | 0 | 0 | 0 |
| 0 | Extend time for debate | 0 | * | * | 0 | 0 | 0 | 0 | 0 |
| 3 | Lie on the table | 0 | * | * | * | * | 0 | 0 | 0 |
| 0 | Limit debate | 0 | * | * | 0 | * | 0 | 0 | 0 |
| 0 | Orders of day (Election, &c.) | 0 | * | * | * | 0 | 0 | * | * |
| 0 | Postpone to a certain time | 0 | * | * | * | 0 | 0 | 0 | 0 |
| 0 | Postpone indefinitely | * | 0 | * | 0 | 0 | 0 | 0 | 0 |
| 4 | Previous Question | 0 | * | * | 0 | 0 | 0 | 0 | 0 |
| 6 | Reconsider | 0 | * | 0 | * | * | * | 0 | 0 |
| 3 | Refer (Same as Commit) | * | 0 | * | 0 | 0 | 0 | 0 | 0 |
| 0 | Special Order. To make a | * | 0 | * | 0 | * | 0 | 0 | 0 |
| 0 | Take from the table | 0 | * | * | * | * | 0 | 0 | 0 |
| 0 | Take up a question out of order | * | 0 | * | 0 | 0 | 0 | 0 | 0 |
| 0 | Withdrawal of a motion | 0 | * | * | * | 0 | 0 | 0 | 0 |
| | By-Laws. | | | | | | | | |
| | Appoint, Remove or Transfer Teachers | * | 0 | 0 | 0 | 0 | * | 0 | 0 |
| | Amend the Rules of Order | * | 0 | 0 | 0 | 0 | * | 0 | 0 |
| | Amend the By-Laws | * | 0 | 0 | 0 | 0 | * | 0 | 0 |
| | Amend Rules for School Government | * | 0 | 0 | 0 | 0 | * | 0 | 0 |
| | Elect Officers | 0 | * | * | * | * | 0 | * | * |
| | Pay Bills | * | 0 | * | 0 | 0 | 0 | 0 | 0 |
| | Suspend a Rule of Order | * | 0 | 0 | 0 | 0 | * | 0 | 0 |

EXPLANATION:—A Star shows that the rule heading the column in which the star is found, applies to the motion opposite to which it is placed. A cipher shows that the rule heading the column does not apply. The number in the left column applies to Sections in Rules of Order.

# ORDER OF BUSINESS.

1. Calling the roll of members.
2. Reading minutes of last meeting.
3. Communications from Superintending Principal, or Principals.
4. Presentation of Communications.
5. Presentation of proposals and bids.
6. Presentation of Claims.
7. Reports from Standing Committees in their order, viz.:
   Committee on Teachers' Salaries and School Government.
   " Repairs.
   " Supplies.
   " Normal School Examinations and Census.
   " School Buildings and Furniture.
   " Library.
   " Audit.
8. Reports from Special Committees.
9. Unfinished business.
10. New business.

The order of the above may be changed to suit the convenience of the Board, by the President, or by a majority vote of those present. All the items, however, should be named from the Chair at some stage of the evening's proceedings.

# RULES AND REGULATIONS

—FOR THE—

# GOVERNMENT OF THE SCHOOLS.

## SUPERINTENDING PRINCIPAL.

### RULE I.

SECTION 1. The Male Principal who shall have been longest in the employment of the Board of Education shall act and be known as the Superintending Principal.

### RULE II.

SEC. 2. In addition to his duties as Principal of the school, it shall be his duty to collate and prepare the reports of the several Principals; also the different requisitions for supplies, repairs, furniture, &c., and submit the same in proper form to the Board of Education at their regular meetings. He shall also prepare the monthly pay-roll, submitting the excuses, &c., to the Committee on Teachers, Salaries and School Government.

### RULE III.

SEC. 3. He shall see that the Rules and Regulations—made and provided by the Board of Education—for the government of the schools are observed and carried out, and he shall report every omission, with the circumstances attending the same, and the name or names of the offenders to the proper Committee, or to the Board of Education.

### RULE IV.

SEC. 4. He shall prepare such reports as are required by the Laws and Ordinances for the State, County and Municipal Authorities. He shall keep a record of teachers' positions in the schools, and be prepared to give correct information relative to promotions, &c., to the Committee on Teachers, Salaries and School Government.

SEC. 5. In Primary Schools, the Superintending Principal shall prepare an "Official List" of the teachers below the rank of Principals and Vice-Principals. In such list the teacher having the senior appointment shall be placed at the head, and so on throughout, the latest assignment being lowest. The arrangement of this "Official List" shall not affect the assignment of any teacher to any particular class or position in that Primary School. They may be placed in such class as suits the circumstances of the school or where they may be best fitted to teach, of which the Principal of the School shall be the judge. When a vacancy occurs in the lowest class in the Grammar department of any of the schools, the teachers in Primary Schools shall be taken into consideration, and if the teacher who is senior on the then existing "Official List," as above, shall outrank the teacher in seniority of appointment in the Primary Department, she shall get the appointment. In case the Department contains several Primary Schools, they shall run together to make the above "Official List."

RULE V.

SEC. 6. He shall attend all meetings of the Board of Education; of the Committee on Teachers, Salaries and School Government; also meetings of such other Committees as may request him, and impart such information in relation to the Schools as may be required.

RULE VI.

SEC. 7. He shall, from time to time, and as often as practicable, and at least once each week, visit each School and inspect the classes and advise teachers relative to discipline and manner of giving instruction. His instructions to teachers in any School shall be given through the Principal of such School. He may, however, make such inquiries of individual teachers relative to their work as he may deem necessary.

RULE VII.

SEC. 8. He shall make any temporary arrangements relative to the Schools, or the convenience of the teachers as emergency may require. He shall report such action to the proper Committee at once, or to the Board at its next meeting.

RULE VIII.

SEC. 9. He may (with the advice and consent of the Committee on Teachers, Salaries and School Government) suspend any teacher, janitor, or other employee of the Board, for wilful and persistent violation of the Rules of the Board, or for neglect of duty. He shall report such suspension—with a circumstantial and full statement of the offence—to the Committee on Teachers, Salaries and School Government, or to the Board at its next meeting.

RULE IX.

SEC. 10. He shall take cognizance of any difficulty which may have arisen between the teachers and parents or guardians of the pupils, which the Principal has been unable to settle, or which he may have overlooked. He shall also give advice, and arbitrate where any difficulty may arise between teachers relative to the School government, or the instruction in the Schools.

RULE X.

SEC. 11. He shall report to the Board, along with the Pay-roll, the names of absentees during the month, the number of days absent, and the amounts deducted for absence, giving the aggregate for each School.

RULE XI.

SEC. 12. He shall attend and conduct such examinations as the Rules or the Board of Education may require, and perform such other duties and exercise such powers as the Board may assign to him.

RULE XII.

SEC. 13. Any teacher or other person aggrieved by any decision of the Superintending Principal may appeal in writing to the Board of Education, which shall finally decide upon the matter and appeal.

SEC. 14. In the absence of the Superintending Principal, the next Principal longest in service shall officiate for the time being.

## PRINCIPALS.

RULE XIII.

SEC. 15. The Principal in each School shall be a male, and shall have a first grade State Certificate. He shall have the general superintendence of the School in which he may be placed, under such Rules and Regulations as the Board of Education may from time to time adopt. He shall be directly responsible to the Board for the proper government and good order of the School under his charge. He shall require teachers to cover the grade of the class, as to teaching the studies prescribed in the "Course of Studies" in the Manual. Pupils shall be examined for promotion each June in the studies belonging to their grade, and in no other.

SEC. 16. During the last part of May of each year, the Grammar School Principals shall come together and agree upon a uniform set of questions for the June examinations for the various pupils to be examined in their Schools.

## RULE XIV.

SEC. 17. He shall furnish such information relative to his school as may be required by the President of the Board, the Superintending Principal, any of the Committees, or any member of the Board.

## RULE XV.

SEC. 18. He shall carry out any instructions relative to his School which may be given by the President of the Board, the Superintending Principal, or the Committee on Teachers, Salaries and School Government. In case of any unlawful or unreasonable order, or in case of a conflict of authority, he shall report the same to the Board in writing at its next meeting, and abide by and carry out such instructions or decision as it may give.

## RULE XVI.

SEC. 19. He shall make a report in writing, once in each month, to the Superintending Principal, or oftener, at such times as the above officer may direct, of the condition of the School, the number of teachers employed therein, and the number of scholars taught, or in relation to any School matter which may be inquired about.

## RULE XVII.

SEC. 20. The Principals in the Grammar Schools shall teach Mathematics in the first class, and shall visit the various classes in his school frequently, and occupy his spare time among them, and see that the studies prescribed by the Board are properly taught. He shall examine the Scholars in the different classes in order to ascertain what advancement they are making, and to ascertain who should or should not be promoted.

SEC. 21. He shall observe and record the manner in which the various teachers are discharging their duties; especially Monitors who are undergoing their first year's probation.

SEC. 22. Report shall be made by Principals every July to the Board in writing, what per centage has been attained in each class under his control, and the condition of their schools as to supplies, etc.

## RULE XVIII.

SEC. 23. He shall receive complaints from parents or guardians, and by his advice and authority, if possible, arrange the same. He shall also receive complaints from teachers and janitors, or other employees in the School, and shall report the same to the Superintending Principal as soon as convenient, and not later than one week from the date of the complaint being made. Any complaint of serious import shall be reported to the Committee on Teachers, Salaries and School Government.

Session held Monday evening, December 8, 1890.

Trustee Russ presented the following:

Resolved, That no Principal be allowed to place upon the list of supplies any requisition for books, maps or stationery not on the official list.

On motion of Trustee Acker the resolution was adopted.

## RULE XIX.

SEC. 24. He shall receive all supplies sent to his School, and have charge of the same, and give them out as they may be required. He shall keep a book account of what he receives, and to whom he gives them out, particularizing as to the name and quantity of each article. He shall hold each teacher responsible for the proper care of such books and furniture as may be given into his or her charge. In case of gross carelessness, he shall report to the Superintending Principal, or to the Committee on Teachers, Salaries and School Government.

## RULE XX.

SEC. 25. He shall have charge of all the School property in his school during school hours, and see that it is properly cared for. He shall see that the Janitor and the Engineer in charge do their duty, and in case of neglect report to the Committee on Teachers, Salaries and School Government, immediately.

SEC. 26. In case the Truant Officer is habitually negligent, and not available for duty when required, the Principal shall report, as soon as possible, to the Chairman of the above Committee.

## RULE XXI.

SEC. 27. The Principal of each School shall send a requisition through the Superintending Principal to the Board for such supplies as are needed in his school.

## RULE XXII.

SEC. 28. The Principal shall see that each teacher and pupil is protected in his or her rights while in school. He shall be respectful to the teachers under his charge and compel respectful conduct from the teachers toward himself, and toward each other. He shall see that due decorum is observed in the school, and not allow—as far as he knows it—any disrespectful remarks in relation to the school authorities. In case any such are indulged in, persistently, he shall report the same to the Superintending Principal or the Board (see Sec 57, page 32.) He shall not allow any political or religious discusssion during school hours.

## RULE XXIII.

SEC. 29. The Principal of each School shall keep a register of the conduct of the scholars, in which shall be noted all prominent violations of the Rules and other gross or disgraceful conduct. This register shall be exhibited to any Committee, or to any member of the Board, or to the Superintending Principal, when desired.

SEC. 30. Principals shall not take pupils from their studies to do any clerical or other work, neither shall they sell books or stationery to the pupils of their schools.

## RULE XXIV.

SEC. 31. The Principals shall have discretionary power to suspend a scholar in case of a gross offence, but shall report the same immediately to the Superintending Principal. A scholar suspended by the Principal shall not be reinstated except upon written authority from the Committee on Teachers, Salaries and School Government. The Principal shall see that no physical punishment is administered in his school.

## RULE XXV.

SEC. 32. The Principal of a School shall not reprove a teacher or give him or her advice relative to teaching, in the presence of the class or in the presence of another teacher. He shall not make remarks during school hours inimical or derogatory to the qualifications or literary ability of any teacher employed in his or any other school in the department, except his opinion be asked for by a member of the Board, or the Superintending Principal.

## RULE XXVI.

SEC. 33. The Principal of each School shall keep a register, in which shall be recorded his own and each teacher's attendance, and when absent the cause thereof. A transcript from such record shall be furnished to the Superintending Principal at such time as he may direct, so as to be available in making up the pay-roll. Each Principal shall keep such records and registers as may be prescribed by the Rules and Regulations, and by the School Authorities.

SEC. 34. In case a Principal desires, occasionally, to visit other schools and notice methods of teaching, he may be excused for the day, by the President of the Board or by a member of the Committee on Teachers, Salaries and School Government. He shall report the result of his visit and his impressions of the school visited, to the Board in writing. The Superintending Principal shall be notified of his absence, prior to leaving his school.

SEC. 35. In case any class runs down below twenty, report of the same shall be made by the Principal to the Board of Education, which may discontinue the class and discharge or transfer the teacher as they may think for the best interests of the school. No Principal shall change grades or class arrangements in the schools without authority from the Board. For such offence he will become liable to dismissal.

## RULE XXVII.

SEC. 36. During the last week in June, each Principal shall make on the regular blanks a correct inventory of all books and stationery belonging to the school, and a classification of their condition—whether new, good, half worn, or useless—also an inventory of all movable or personal property in the

school, with a brief statement of its pattern and condition. Before the Summer vacation, he shall see that all moveable proverty in his school is properly stored and secured. The above inventory shall be sent to the Board.

RULE XXVIII.

SEC. 37. Whenever any pupil on leaving school shall neglect or refuse to return books, or other school property which may have been placed in his or her possession by a teacher, the Principal shall write to or call upon the parent or guardian and request the return of the same, and in case of neglect or refusal to pay for such property, he shall inform the Board in writing at its next meeting.

RULE XXIX.

SEC. 38. In all cases where books or other property have been unreasonably damaged, the Principal shall demand payment from the parent or guardian for the same. He shall keep a book account of such receipts, and at the end of each month report the same to the Superintending Principal, paying over the money and taking his receipt for the amount. The Superintending Principal shall, each month, make report and pay the money over to the Treasurer of the Board, a record of which shall be noted on the minutes.

RULE XXX.

SEC. 39. The Principal shall, as far as practicable, conduct the opening exercises, and shall enforce order and decorum during the same. In case any Special Teacher comes into charge of a class, the Principal shall assist in enforcing order, in case a disposition to take advantage of a change of teacher is manifested.

RULE XXXI.

SEC. 40. It shall be the duty of Principals to promptly report each morning the names of all absentee teachers in their respective schools to the Superintending Principal, who, upon receipt of the same, shall immediately assign monitors to fill such vacancies.

RULE XXXII.

SEC. 41. All official communications from Grammar Schools shall be signed by the Principal—in his absence, by the Acting Principal.

SEC. 42. It shall be the duty of the Principal of each school, once a week, if practicable, to cause an alarm to be sounded, at a time previously unannounced to teachers or scholars, provided, that such alarm shall be given at such a time as will cause the least interruption to the studies in the different departments. When the alarm is heard, teaching shall cease instantly, the scholars shall hasten to make their exit in the usual manner, or as the Principal may direct. The teachers shall post themselves down the stairway and cause the

line to pass out as rapidly as possible and in good order. Should a scholar stumble or fall, the teacher nearest such scholar shall cause the line to halt until order is restored. The Principals will note the time consumed in making each exit.

They shall report the result of each fire drill to the Superintending Principal, who shall each month report the same to the Board in a condensed form.

## VICE-PRINCIPALS.

### RULE XXXIII.

SEC. 43. Each Grammar School shall have a first and second Vice-Principal. The first Vice-Principal shall teach the first class, except Mathematics (which shall be taught by the Principal); when not teaching, she shall assist the Principal in any clerical work relating to the schools to which the Principal may assign her.

### RULE XXXIV.

SEC. 44. In case the Principal is absent, the first Vice-Principal shall assume and perform his duties for the time being, under the same Rules and Regulations made and provided for the Principal. In case both the Principal and first Vice-Principal are absent, the next senior teacher shall officiate.

### RULE XXXV.

SEC. 45. The second Vice-Principal shall have charge of the Primary Department and teach the lowest class therein, which shall be a mixed class. She shall receive not less than $600 per annum. She shall be particular as to the care of the children—especially in cold or wet weather, when she shall see to it, that their wraps and covers are adjusted before their departure.

### RULE XXXVI.

SEC. 46. The first and second Vice-Principals shall take charge of the opening exercises on the floor where the Principal is not present; they shall also see that dismissals are properly conducted. They shall receive instructions from and obey the Principals in all matters relating to school government.

## TEACHERS.

### RULE XXXVII.

SEC. 47. The teachers shall perform their duties subject to the authority

of the Principals, or the Vice-Principals while they are acting as such. They shall endeavor to discipline and manage their classes so as to avoid the necessity of reporting to the Principal for the punishment of their pupils.

SEC. 48. Teachers hereafter appointed must reside in the city at the time of their appointment, and continue to reside in the city during their term of service as teachers.

RULE XXXVIII.

SEC. 49. Any teacher absent from duty shall report promptly to the Principal, stating in writing the cause of absence and its probable duration.

RULE XXXIX.

SEC. 50. Teachers are required to report to the Principals of their respective schools, at his desk, every session of the school, at 8:40 A. M., and 12:50 P. M.; they shall immediately go to their respective class-rooms, and no teacher shall leave the school before the duties of the day are completed (except in cases of sickness, or between the morning and afternoon sessions). For the first dereliction they shall be reprimanded by the Principal; for the second and all subsequent offences, they shall be dealt with as provided for absentees.

SEC. 51. As vacancies occur, teachers shall be promoted according to seniority of appointment in that school, subject to the provisions of Sec. 5, Rule 4 (Rules and Regulations). Teachers shall not be promoted to a higher grade than their certificate entitles them to.

RULE XL.

SEC. 52. Teachers shall not be permitted to engage in any other than the legitimate business of the school during school hours. Neither shall they be permitted to visit each other's class-rooms, except in cases of absolute necessity. If temporarily absent from the class, it shall be left in charge of a monitor.

SEC. 53. In case any teacher proves unsuccessful in imparting instruction to pupils, he or she shall be dismissed. This shall be done only after the facts are conclusively established.

RULE XLI.

SEC. 54. Teachers shall be responsible for the proper and economical use of the books and stationery furnished by the school department to their classes, and shall make a report upon the same to the Prineipal as often as may be required. Any loss or mutilation of books or furniture shall be reported at once.

RULE XLII.

SEC. 55. Each teacher shall keep a book entitled "Record of Punishment." Whenever a teacher shall report a pupil to the Principal for discipline, such teacher shall enter in this book the name of the pupil, and the date and description of the offence for which the pupil was reported. The

Principal shall complete the record by specifying the disposition made of the case.

RULE XLIII.

SEC. 56. After dismissing the school, and as soon as practicable, teachers must leave the building. This rule is not to be construed as prohibiting teachers from remaining in their class-rooms to finish any business pertaining to teaching their classes. In no case shall teachers remain longer than one hour after the dismissal of their classes, except by permission of the Committee on Teachers, Salaries and School Government.

RULE XLIV.

SEC. 57. Teachers shall not engage in conversation with others, during the opening exercises, or at any time when classes are assembled. All shall devote themselves to the maintenance of good order. Any teacher acting in an indecorous or disorderly manner during sessions of the school, at teachers' meetings, or in any other place where they may assemble on school business, on report of the Principal, shall be reprimanded by the Committee on Teachers, Salaries and School Government, and if the offence is continued or repeated, he or she may be suspended or dismissed by the Board (see Sec. 28, p 27).

RULE XLV.

SEC. 58. Teachers shall not permit pupils to remain in the schoolhouse or yard, unless in charge of some teacher, and such teacher shall remain in the room or yard with them and not allow them to enter other classrooms. No home work shall be given to pupils, except it be something, the principle of which has been previously explained to them. Teachers shall assist, where they can, in keeping order in the school as well as in their own classes.

RULE XLVI.

SEC. 59. Teachers shall in no case inflict corporal punishment, nor shall any scholar be confined in closets or other dark places for any offence; they shall report any case which they may think requires punishment to the Principal of the school (see Sec. 61, page 32; also Sec. 31, page 28).

RULE XLVII.

SEC. 60. In all cases where parents or guardians are dissatisfied or come to the school to complain, they shall be referred to the Principal of the school. Teachers shall not on such occasions enter into any discussion with such parent or guardian, except the Principal is present and requests them to explain.

RULE XLVIII.

SEC. 61. Teachers shall not in the presence of the class indulge in slang phrases, neither shall they indulge in manifestations of bad temper. All pupils must be treated with respect and proper consideration. Teachers must

Page skipped due to damage.

RULE LIII.

SEC. 66. Monitors' Salary (when unassigned and for filling vacancies) shall be one dollar per diem for actual work performed, after being assigned to regular class duties they shall receive for the first year $25 per month, afterwards they shall receive the lowest Teacher's Salary. In all cases where they have been temporarily assigned, if such temporary assignment immediately precedes and adjoins their permanent assignment as monitors, they shall have credit for such time as a part of their year's probation.

SEC. 67. Temporary Monitors shall not be entitled to salary during vacation or holidays.

RULE LIV.

SEC. 68. Monitors shall be governed by the same Rules and Regulations, regarding order and the conduct of their classes, as are made and provided for regular teachers. In case any Monitor during the year's probation, should manifest marked unfitness and lack of teaching aptitude, the Board shall—when convinced of this—dismiss him or her immediately and drop the name from the roll.

## ABSENCE FROM DUTY, ETC.

RULE LV.

SEC. 69. In case of serious sickness, of long continuance, a teacher may be excused by the Board for a certain term (without pay).

SEC. 70. In case of sickness for a brief period—not more than one week, a teacher may be excused for one day at that particular time, by presenting a physician's certificate, before the pay roll is made up for that month. For all succeeding days' of that same period, one dollar per day shall be deducted. Not more than two days in any one month can be remitted under this rule.

SEC. 71. In case any teacher remains absent for one month, or more, without a permit from the proper authorities, the place shall be considered vacant, and be filled in the usual manner. On any absence without a permit, the pay shall be suspended.

SEC. 72. In case of a death in a teacher's family, where he or she resides, three days leave of absence, without deduction of pay may be allowed; If the death is that of a near relative or friend, the Committee on Teachers, Salaries and School Government shall have power to use a judicious discretion in excusing teachers. The above principles shall apply to all employees as well as to teachers.

SEC 73. In case of absence from teachers' meetings without a formal permit from the President of the Board, or from a member of the Committee on Teachers, Salaries and School Government, one dollar for each absence shall be deducted, which shall go to the fund for paying the expenses of the

teachers' meetings. Habitual and continued delinquency shall be treated as a serious breach of discipline, which may involve dismissal.

SEC. 74. In case a pupil of the Normal School, after a formal entry, is absent from the sessions, without permission from a member of the Committee, a fine of fifty cents for each time absent shall be imposed, and at once collected by the Principal in charge. If not paid within a reasonable time, the name shall be dropped from the roll, and the pupil not permitted to enjoy the privileges of the Normal School until it is either paid, or the fine remitted by the Board. Absence caused by sickness shall be excused.

SEC. 75. In case of the lateness of teachers at the opening of the school sessions, the Principal in charge shall reprimand and caution the delinquent. If the same course is persisted in, and the warning not heeded, the Principal shall report to the Committee on Teachers, Salaries and School Government, giving full details. After deliberating thereon, the Committee may recommend to the Board for adoption a course of discipline, which may involve fine, suspension, or dismissal, as they may think the case on its merits deserves.

SEC. 76. In case of the absence of a Principal for a short time without any permit, the Committee on Teachers, Salaries and School Government may treat the case as its merits require or suggest, in case any discipline (in their opinion) may be required, the course thought best by the Committee, may be recommended to the Board in writing. In case of short periods of sickness, the Committee may deal with the matter as a judicious discretion may suggest. In cases where the absence is more than two days, for sickness, the Committee shall report to the Board, and ask for directions and authority to deal with the matter in such manner as the Board may determine.

SEC. 77. In case a Janitor or Engineer wants to be absent, the President or a member of the Committee on Teachers, Salaries and School Government may excuse him for one day; he must furnish a competent substitute, such substitute to be approved by a member of the Committee, or by the Principal of the school. In cases of sickness they may be excused by furnishing the Committee with a physician's certificate; provided, that more than two days shall not be allowed in any one month. If sick for a longer term than two days, they shall furnish a competent substitute, whom they shall pay (see Sec. 122, page 41).

SEC. 78. In case any employee is prevented by the provisions of the law, or the Regulations or Rules of the Board from doing duty in School on account of a contagious disease being in his or her residence, no pay shall be deducted for such absence; provided always, that the facts are certified to the Board or Committee, by a physician's certificate.

SEC. 79. All permits for absence must be made out on a proper form, and signed, and be filed with the Principal, or party in authority before the fine for the delinquency can be remitted.

# OPENING AND CLOSING EXERCISES.

RULE LVI.

SEC. 80. The opening and closing of the Schools shall be conducted by the Principals and Vice-Principals. The Principal shall officiate on the floor on which the senior grammar classes are located, the first Vice-Principal on the floor on which the junior grammar classes are placed, and the second Vice-Principal in the Primary Department. For satisfactory reasons the Principal may temporarily change places with the Vice-Principals.

RULE LVII.

SEC. 81. The opening exercises of each department shall consist of the reading of a chapter out of the Bible, (no comments to be made), and repeating the Lord's Prayer. During the above exercises the doors shall be kept closed, perfect quiet and good order shall be observed.

RULE LVIII.

SEC. 82. The opening exercises shall close at 9:15 A. M., and classes at that time shall repair to their respective rooms, accompanied by their teachers, unless permission be given to remain longer by the Principal or by a member of the Board of Education.

RULE LIX.

SEC. 83. No pupil shall be detained in the School between the hours of 12 M. and 1 P. M., except in cases of half day sessions.

RULE LX.

SEC. 84. The Principals shall keep a record of the time when teachers arrive and leave their classes.

RULE LXI.

SEC. 85. The Schools shall be dismissed according to the following formula:

**For the Primary Departments**—The first bell shall sound at 11:30 A. M. and at 2:30 P. M. for discontinuing the class exercises. Five minutes shall be allowed for preparing to dismiss; at the end of the five minutes the second bell shall sound, when the classes shall leave the rooms and the building in an orderly manner.

SEC. 86. **For the Grammar Departments**—The same order and method shall be observed as above, except that the time for the first bell to sound shall be 11:45 A. M. and 2.55 P. M., and the second bell five minutes later.

SEC. 87. Principals are required to see that the above time and arrangements are strictly carried out (see Sec. 165, page 50).

# THE HIGH SCHOOL.

RULE LXII.

SEC. 88. The High School shall be separate from and independent of the Grammar Schools. The Principal and assistant Teachers shall be subject to the same general Rules and Regulations which apply to other Principals and teachers. The same formalities as to opening and closing exercises shall be observed.

RULE LXIII.

SEC. 89. The High School shall be under the direction and control of a Male Principal, who shall personally teach Algebra, Natural Philosophy Book-keeping, Geometry, and Trigonometry. These studies shall not be taught by any other teacher except in cases where the Principal is necessarily absent or otherwise temporarily employed.

RULE LXIV.

SEC. 90. The High School shall consist of three classes, viz.: A first, second, and third class. The latter shall be divided into A and B divisions. The neccessity for any different arrangement in these classes or divisions shall be decided by the Board of Education. The studies pursued in each class shall be those laid down in the Manual as "The Course of Studies for the High School."

RULE LXV.

SEC. 91. The tuition in the High School shall be a three years' course. None of the studies laid down in the curriculum shall be elective. Pupils entering the High School—if they remain during the whole term—are required to go through the whole course.

RULE LXVI.

SEC. 92. Pupils for admission to the High School shall be proficient in the following studies:

**Arithemetic**—Through the general business rules, including percentage; interest, simple and compound; discount, true and bank; stocks; fire insurance; proportion; partnership.

**Grammar**—Parts of speech, with their properties and simple analysis of sentences.

**History of the United States**—It is expected that the pupils shall have a good full acquaintance with the entire subject as presented in our school histories.

**Spelling**—A list of ordinary words selected from books in use in our schools.

**Geography**—General knowledge of the entire subject; also a proficiency in all the Grammar grade studies.

GERMAN.

Pupils intending to enter the High School shall know the names in German of objects found at home and in school; such as furniture, clothing, part of house; also names of familiar plants and animals.

RULE LXVII.

SEC. 93. The Principals of the Grammar Schools shall certify to the Principal of the High School such names as are qualified by the above standard to enter the High School. The Principal of the High School shall receive them. In case they are found unfit—after a reasonable trial—the Principal of the High School shall so notify the Superintending Principal, who shall return them to the Grammar School from which they have graduated. He may—for what he and the Committee on Teachers, Salaries and School Government consider good reasons—send them to another Grammar School.

RULE LXVIII.

SEC. 94. In case of pupils, not residing in Hoboken, presenting themselves for admission to the High School, they may be admitted, after an examination by the Superintending Principal. If found deficient for entrance to the lowest division of the High School, they shall be sent to a Grammar School in the same manner as provided for others who prove unfitted, provided always that said pupil shall pay, in advance to the Superintending Principal, five dollars per annum (for book and stationery expenses). (See Rule 94, Sec 156, page 48). The Principal of the High School shall see that non-resident pupils pay their tuition fees. The admission of new non-resident pupils shall be reported immediately to the Superintending Principal, giving residence and date of admission.

RULE LXIX.

SEC. 95. The time for commencing the High School terms shall be the first school day in September—immediately after the Summer vacation. Principals shall send to the Superintending Principal, and he shall at once forward to the Principal of the High School, certificates naming those who are fitted by proficiency in the Grammar grade studies, etc., for admission to the High School not later than the last week of June of each year. All the names of those who are fitted shall be sent, whether the pupils intend to take the High School course or not. The above arrangement shall not preclude any pupil from entering throughout the year, provided always, that the proficiency of the applicant is such that he or she can fall into that part of the regular grade which is in use in the lowest division of the High School at the time he or she applies. The Principal of the High School will determine this point. The names of those who enter the High School shall be sent to the Board in the form of a report by the Superintending Principal, which shall be printed in the minutes.

## RULE LXX.

SEC. 96. During the three years' course, the Principal of the High School shall see that there is thoroughness in the teaching, and and any pupil who is unfit shall not be promoted into the next higher class until the Principal is convinced that he or she has a thorough proficiency in the lower grade.

## RULE LXXI.

SEC. 97. The annual examinations in the several classes shall take place in June of each year, and shall embrace the studies for each, relatively, as laid down in the "Course of Studies" for the High School.

SEC. 98. The Committee on Teachers, Salaries and School Government shall conduct the examination, assisted by the Superintending Principal, the Principal of the High School, and the Vice-Principal of the High School. The questions shall be prepared by the Superintending Principal, and by the Committee on Teachers, Salaries and School Government, and shall not be exposed for any purpose or under any pretence whatever until presented on the day of examination.

## RULE LXXII.

SEC. 99. There shall be required for graduation a general average of eighty per cent.—the maximum being one hundred. Any pupil falling below fifty per cent. in any study shall not be graduated. German shall not be considered or counted as a test study in making up the general averages Every graduate of the High School shall be entitled to a suitable diploma, to be furnished without delay, signed by the President and Clerk of the Board, the Committee on Teachers, Salaries and School Government, the Superintending Principal and the Principal of the High School. (See Sec. 146, page 46).

## RULE LXXIII.

SEC. 100. The Principal of the High School may promote pupils from one division to another any time during the year when he thinks their proficiency will warrant it, but never for any other reason.

## RULE LXXIV.

SEC. 101. The Teachers of the High School shall keep any records or registers required by the Rules or Regulations. They shall assist the Principal in any school duties which he may assign to them. The German and Drawing Teachers shall assist at the examination in their particular branches. They shall also conform to the arrangements of the High Schoor and be under the general direction of the Principal of the High School while there.

SEC. 102. High School "Commencements" shall be held under the direction of the Board of Education.

# JANITORS AND ENGINEERS.

## RULE LXXV.

SEC. 103. Janitors must reside in the city, near the school which they may have charge of. When they change their residence they must at once notify the Principal and the Board.

SEC. 104. The Janitors or Engineers in charge must have the fires in the stoves or furnaces of the different buildings lighted a sufficient length of time before school time in the morning to have the rooms comfortable and sufficiently warm for the reception of pupils by or before 8 o'clock A. M.

## RULE LXXVI.

SEC. 105. Before leaving the building, the Janitor shall see that all the windows and doors are closed and made secure, the fires safe, and the gas turned off from the meters (should there be any in the building).

## RULE LXXVII.

SEC. 106. Janitor must not admit any improper persons whatsoever into the school buildings or yards at any time.

SEC. 107. Janitors or other employees must not, under any pretence whatever, sell or dispose of any school property, without permission being first obtained from the Board.

## RULE LXXVIII.

SEC. 108. In the Winter season, and at such other times as may be necessary, sufficient fuel must be kept in a proper place in the different departments, to prevent (in his absence) the fires from going out. He must notify the Principal in case his fuel is becoming exhausted.

## RULE LXXIX.

SEC. 109. The Janitors must keep the yards and water-closets, at all times perfectly clean, by a free and frequent use of water, and empty the sinks once each day; scrub the floors of all the entries, passages, stairways and floors in all of the rooms occupied for school purposes; dust the side walls, blinds and cornices, and wash the windows at least every month; he shall cause all the snow which may fall on the sidewalk in front of the school or on the roof, to be removed at his own expense, to the carriage way in the street, before eight o'clock in the morning of every school day, and, in all cases, within twenty-four hours after the storm shall have ceased; and the passages to the privies must be kept clear from snow at all times.

## RULE LXXX.

SEC. 110. In the Winter season, the Janitor is required to clear the yards of snow, as soon as possible after it has ceased falling, and to keep the play grounds as clean and dry as circumstances will permit. During stormy weather, the Janitor shall see that the entrance doors are open, not later (in the morning) than 8 o'clock. Pupils shall not, in stormy weather, be compelled to wait outside, but shall be admitted to the school building.

## RULE LXXXI.

SEC. 111. The Janitor must also keep the desks and seats in the different departments, as far as possible, perfectly free from dust; and he must devote all his time during school hours to attending to and seeing if anything is necessary to be done for the general interest of the teachers, scholars and the schools, and promptly obey all proper directions of the Principals.

## RULE LXXXII.

SEC. 112. The Janitors shall have charge of the School buildings and premises during vacation, and shall have care of all fuel, and of storing the same, and shall keep an account of such storing, and report to the Board. No Janitor, absent without permission during school sessions, shall be paid for the day's service, unless such absence shall be excused, as provided in Sec. 77, Rule 55 (Rules and Regulations).

## RULE LXXXIII.

SEC. 113. The Engineer shall attend to the heating of the school and see that the heating apparatus is kept in good repair and the boiler clean; he shall report to the Principal or the Committee on Repairs any wearing out or deficiency in the boiler, pipes or radiators; he shall do the necessary screening of coal and remove all the ashes and dirt accumulating in his department to such convenient place for the same in the yard or street as the Committee on Teachers, Salaries and School Government may direct. At the end of the Winter term, he shall do what is known in the trade as "laying up the boiler." Everything shall be cleaned and oiled where necessary. He shall not be paid extra for any time he may remain during the night, but he shall remain in case it is necessary to secure a proper degree of heat in the school during the next day. He shall not under any circumstances carry more than forty pounds of steam, as marked upon the gauge. He shall also see that his steam gauge is registering truly. He shall see that the building is heated when any meeting is held.

## RULE LXXXIV.

SEC. 114. The Principal of each school is required to see that these rules are not violated by the Janitor or Engineers, and he shall report any delinquency on the part of such Janitors or Engineers immediately, to the Committee on Teachers, Salaries and School Government.

## RULE LXXXV.

SEC. 115. Any violation of the foregoing rules by the Janitor or Engineers will subject them to a prompt dismissal by the Board of Education.

# SCHOLARS.

## RULE LXXXVI.

SEC. 116. All pupils enjoying school privileges are required to be subject to the discipline of the schools, and to obey their Principals and teachers. No pupil shall have the right to elect what rule or rules he or she will obey or what not. A refusal to obey will be considered proper cause for suspension or expulsion, as the Board may determine.

SEC. 117. Any scholar absent at the opening of the school, without excuse, inattentive to studies while in school, or in any manner disorderly, shall be liable to such discipline as the Board may determine: and should any scholar be constantly irregular in his or her attendance, it shall be the duty of the Principal to notify the parents that if said scholar does not regularly attend the school his or her books will be required and the scholar dismissed.

## RULE LXXXVII.

SEC. 118. All excuses for absence or late attendance, or any other request from the parents, or guardians must be rendered in writing.

## RULE LXXXVIII.

SEC. 119. No scholar shall be admitted into the schools after 9.30 A. M. and 1.30 P. M, unless by permission of the Principal.

## RULE LXXXIX.

SEC. 120. Pupils who have once been supplied with books will be required by the Principal to replace or pay for them in case of loss or unnecessary injury.

## RULE XC.

SEC. 121. Pupils who shall wilfully deface or injure the furniture, shall for the first offence, be compelled to forfeit the damage; for the second offence, they shall be summarily dismissed. The same rules to apply in all other cases, such as writing on fences or in water closets, or in any way defacing the building.

## RULE XCI.

SEC. 122. Pupils are required to keep the books, loaned to them for use in school, or at home, properly covered; and all who fail to do this, after due notice, shall have such books as remain uncovered, taken from them by their teachers, who shall retain them until the defaulting party agrees to comply with the requirements.

## RULE XCII.

SEC. 123. When a pupil has been absent more than five consecutive

days, for any cause, his or her name shall be stricken from the register at the end of that time; the absence however, shall be recorded while the name remains on the roll. Such scholar may re-enter school at any time, subject to the Rules.

RULE XCIII.

SEC. 124. Regular pupils, whose names have been enrolled, but who are not present on the first day after vacation, shall not be marked as absent.

RULE XCIV.

SEC. 125. For the purpose of obtaining the average attendance, a record shall be kept of the number of pupils present at each morning and each afternoon session. The sum of such numbers during any week or other specified period of time, divided by the number of sessions during that time, shall be considered the average attendance. No allowance is to be made for stormy days, but the attendance at every session must invariably be taken into account when calculating the average attendance.

RULE XCV.

SEC. 126. No pupil shall be considered present at any session unless he or she shall have been present at least one-half of the session. All pupils who enter the school after 9 or 1 o'clock, shall be considered late.

## NORMAL SCHOOL.—GRADUATIONS.

RULE XCVI.

SEC. 127. The Board of Education shall maintain a Normal School for the benefit of young teachers, and such as purpose to become teachers in the Public Schools of Hoboken. The Board shall from time to time make Rules and Regulations for its management, and appoint such Teachers as circumstances and the number of pupils may require.

SEC. 128. The sessions of the Normal School shall be held on the forenoon of each Saturday (except during vacation), from 9 to 12 o'clock.

RULE XCVII.

SEC. 129. All teachers below the grade of Principal, who have not already graduated, shall be required to attend Normal School. All teachers must attend at least two years, unless excused by the Board, which shall be done only for good and sufficient reason, and shall be passed by a two-third vote of a full Board.

RULE XCVIII.

SEC. 130. Persons who desire admission into the Normal School and who are candidates for the position of teachers in the Hoboken Schools, may be admitted to its privileges by undergoing an examination, which shall show that they are proficient in Geography, Arithmetic, to and through the

principles, definitions, parsing and analysis of sentences of English Composition. They shall also be familiar with all the Grammar Grade studies.

SEC. 131. Pupils attending the High School shall not be eligible to attend Normal School at the same time.

## RULE XCIX.

SEC. 132. The examinations for admission to the Normal School shall be held on the last Saturday of April and October of each year; they shall be held under the direction of the Normal School Examination Committee, and shall be conducted by the teachers of the Normal School and the Superintending Principal. The Committee and Examiners shall be the judges of the fitness of pupils for admission. They shall make a report to the Board as to the result of the examinations.

SEC. 133. Special examination for admission may be held by direction of the Board. High School Graduates shall not be required to go through this examination for admission to the Normal School.

## RULE C.

SEC. 134. The division of the pupils into classes and the studies to be pursued in each class, and what each teacher shall teach, shall be determined by the Committee on Normal School. The teaching shall relate more to methods of teaching than to the technical branches, which pupils are supposed to, and should have acquired elsewhere.

SEC. 135. The Principal shall be responsible for the proper conducting of the Normal School; he shall keep a record of the attendance of both pupils and teachers; he shall see that proper care is taken of books and stationery used in the Normal School; he shall report monthly to the Board, the attendance and status of the school.

## RULE CI.

SEC. 136. Examinations for graduations shall be held on the second Saturday in October, and be continued until completed, or at such other times as the Board may direct. These examinations shall be held under the direction of the Committee on Normal School Examination. The Superintending Principal, with such assistants as he may designate, shall conduct the examinations. The teachers of the High School, or the Normal School, shall assist in marking the papers if so required by the Superintending Principals and with the approval of the Normal School Examination Committee.

SEC. 137. The pupils shall be examined in Arithmetic, Orthography, Grammar, Theory and Practice of Teaching, Reading, Writing, Geography, History, Book-keeping, Physiology, Natural Philosophy, English Composi-

tion, Algebra, History of Pedagogy, Constitution of the United States, and School Law of New Jersey. On the first four studies, named above, a special average of seventy-five will be required. On the general average, which will embrace all the above studies, an average of eighty will be required, rating on a scale of 100. Any pupil who is lower than seventy on any one study will not be graduated. The averages will be found by adding all the per centages of such studies together, and dividing the sum by the whole number—special or general average, as the case may be. German shall not be made a test study in making up the general average for graduation.

RULE CII.

SEC. 138. All questions for Normal School Examination for graduations shall be printed on a copygram, under the supervision of the Superintending Principal, and the Committee on Normal School Examination. They shall be struck off on the evening preceding the examination, in the Board-room, with the doors locked, and no one present but those engaged in doing the work. After being struck off, they shall be locked in the safe in the Board-room until used. The Superintending Principal shall see to it, that no one but the Committee and the Examiners shall see them until they are used at the examination. He shall permit no one to take away a copy of any part of the questions prior to their use; if such is done, any one concerned seeing it, are required to report to the Board at once, giving the details.

SEC. 139. The questions shall be of the same grade, as regards difficulty, as those used at the County examinations.

RULE CIII.

SEC. 140. No Normal School pupil shall be graduated who is not 18 years of age, neither shall any one be appointed as a teacher who has not attended Normal School.

RULE CIV.

SEC. 141. When the examinations are completed, a record of the per centages attained in each study shall be made in a Record-Book kept for that purpose. The Committee in charge shall report to the Board, (as soon as convenient), the result of the examinations, assigning the one with the highest per centage on the general average to the first place on the list, and so on thoughout, the highest per centage having the highest place on the list. Any one who fails and desires a re-examination in special studies, will apply to the Board, who may grant the same, if good reason is shown why it should be done. The privilege shall be granted only, when two-thirds of a full Board votes in its favor. In case the pupil graduates after a re-examination he or she shall go to the lower end of the list, immediately after the lowest who did not fail. Teachers who have left the department with a good record,

and desire to return, after application to the Board, shall be put on the "Official List" after the above.

RULE CV.

SEC. 142. All pupils who succeed at the above examination shall receive an engrossed Diploma, on which shall be affixed the official seal of the School Department; it shall be signed by the President and Clerk of the Board, by the Committee on Normal School Examination, the Superintending Principal and Board of Examiners.

SEC. 143. The Board shall only grant Diplomas to those who graduate as above, and who correspond to those receiving first grade certificates from the County Board of Examiners, lower grades shall not be granted or considered. All those who have graduated as above provided for, shall be exempt from further examination unless the Board of Education considers that there is a special necessity for it.

SEC. 144. The Board may annul any Diploma issued by it, any time it sees good reason for doing so.

RULE CVI.

SEC. 145. Appointment as monitresses shall be made from among those who have graduated from the Normal School. In assigning monitresses, the Superintending Principal shall give the first chance to the highest on the list who may be available or disengaged. (See SEC. 65, page 33.)

SEC. 146. In case no Normal School graduates are available for temporary teaching, the Superintending Principal shall fall back upon graduates of the High School, taking the one first, who has graduated with the highest per centage.

## TEACHERS' MEETINGS.

RULE CVII.

SEC. 147. All teachers and monitors shall be required to attend Monthly Meetings, at School Building No. 4, on the second Wednesday of each school month, commencing at 3:30 P. M., and continuing in session two hours.

These meetings shall be held for the purpose of discussing subjects belonging to the teachers' profession, and for mutual improvement in the art of teaching and the management of schools and classes.

SEC. 148. The Superintending Principal shall preside at these meetings. He shall see that good order is maintained; he shall report persistent violations of the same to the Committee on Teachers, Salaries and School Government, who shall take the necessary steps to preserve discipline.

# NIGHT SCHOOLS.

## RULE CVIII.

SEC. 149. When Night Schools are established, they shall commence the first Monday in November, and end the last Friday in February. They shall be opened punctually at 7 o'clock and close at 9 o'clock P. M., having a two hours' session.

## RULE CIX.

SEC. 150. The pupils shall be recommended by a parent or guardian. If neither exists, then a certificate from some responsible citizen will be received. A card of admission will be issued to pupils who are received; such card must be shown to the Janitor, on each evening of meeting, at the entrance door.

## RULE CX.

SEC. 151. In case of gross misconduct on the part of any pupil, he or she shall be expelled, and shall not again be received during that season.

## RULE CXI.

SEC. 152. The number of teachers necessary shall be appointed by the Board. They shall receive such compensation as may be named by the Board of Education. One of the number shall be named as Principal. The Janitor shall also be paid such sum as may be designated.

## RULE CXII.

SEC. 153. When any class in the night school runs down below an average of fifteen, each session for a week, it shall be consolidated with another class and a teacher dismissed. All teachers shall make the necessary reports to the Principal.

# SCHOOL CENSUS.

## RULE CXIII.

SEC. 154. During the last part of April, in each year, the Board of Education shall appoint in each Ward, a School Census Enumerator, whose duty it shall be to take the School census, in all respects as required by the State School Laws, and the Rules and Regulations of the Board of Education. The parties so appointed cannot delegate their powers, or sublet their work to others who have not been appointed. They may, however, use assistants to

help them in their work, except in what relates to the essential facts, such as the number of children of legal school age, (from 5 to 18 years); this in all cases, must come within their own knowledge. The work, properly attested, and sworn to, as the law requires, must be reported to the Board of Education as soon after completion as possible. It must be approved, as to facts and form, by the Board of Education, and by the Superintendent of Public Schools for the County of Hudson, before it can be paid for.

SEC. 155. Before commencing the work, the enumerator shall take the following oath and subscribe to the same, and file it with the Clerk of the Board of Education:

STATE OF NEW JERSEY. }
COUNTY OF HUDSON. } *ss:*

I, .....

residing at No. .....Hoboken, N. J., who have been appointed census enumerator by the Board of Education of the City of Hoboken, N. J. to take the census of children of School age in the..... Ward City of Hoboken, N. J., for May, 189.., do hereby solemnly swear and bind myself to take said school census, truly and correctly, in all respects as the State School Laws, and the Rules and Regulations of the Board of Education require.

.....Enumerator.

Sworn and subscribed before me at }
Hoboken, N. J., this.....189.., }

.....

.....

## MISCELLANEOUS.

### RULE CXIV.

SEC. 156. Pupils from outside the city limits shall not be admitted to the Grammar Schools except the parents or guardians are tax payers in Hoboken. Any one desiring admission to the High School from outside the city limits shall apply to the Board in writing, and if not inconsistent with accommodating our own pupils, they may be admitted, provided always that they pay for their books and stationery, in advance. (See Sec. 94, page 38.)

### RULE CXV.

SEC. 157. Whenever any person or persons not entitled to admission without special consent, shall ask to be admitted, the Janitor shall conduct such person or persons to the Principal's room, and he shall have power to grant or refuse the request, being responsible to the Board of Education for the proper use of this power.

SEC. 158. No entertainments or exhibitions of any kind shall be allowed in the school buildings without permission from the Board. This shall not be con-

strued to mean the ordinary school exercises at holidays, or other times of note.

RULE CXVI.

SEC. 159. All entrances to the school, or school grounds shall be kept shut, except at the time when teachers and pupils are making ingress or egress, morning and afternoon. The Janitor, and such assistants as he may appoint, shall be at the doors and gates. When the outside doors are fastened the Janitor shall be conveniently near.

RULE CXVII.

SEC. 160. Promotions of scholars shall only be made after due examination by the Principal, and consent of the Committee on Teachers, Salaries and School Government. Admissions from Grammar Schools to the High School shall be from the first or highest classes, and not from any other. Pupils must go through all the Grammar Grades before entering the High School.

SEC. 161. There shall be in each Grammar School ten grades. In case the pupils are in excess of the usual number for a class, additional classes shall be formed; these shall be designated as A, B and C, etc., classes. In case the proper number for a class of the regular grade is lacking, the class may be made up from some other grade where there is an excess; each pupil so transferred must be taught the lessons of the grade to which he or she rightfully belongs. (See Sec. 35, page 28.)

RULE CXVIII.

SEC. 162. The vacations and holidays shall be as follows: The day commonly known as Good Friday, the anniversary of Washington's Birthday, Decoration Day, the Fourth of July, Labor Day and the day appointed by the Governor or President for a public Fast or Thanksgiving, (the day following Thanksgiving, when such latter days shall fall on Thursday), Christmas Day, the second of January, the interval between the last two mentioned days, and the day next following any day above specified, when such latter day shall be Sunday. The Summer vacation shall commence on the last school day preceding the 4th of July, and continue until the first Tuesday in September, or to such time as the Board may determine.

RULE CXIX.

SEC. 163. By specific direction of the President of the Board, and the Committee on Teachers Salaries and School Government, the schools may be closed upon any day, or part of a day, for good and sufficient reasons, but the fact of such closing and the reasons therefor shall be reported to the Board at its next regular meeting.

RULE CXX.

SEC. 164. When pupils complete their Grammar School Course of Study, according to the requirements of the School Department, the Board of Educa-

tion shall provide and present to each, a Diploma, which shall bear the Seal of the School Department, and be signed by the President and Clerk of the Board, by the Principal of the School, and by the Superintending Principal

RULE CXXI.

SEC. 165. All classes which have an average of 95 per cent. of attendance throughout the week shall be dismissed at 2 o'clock on Friday. This applies to a full week of teaching. Teachers in such cases shall not leave their classrooms until the regular time for dismissal. For purposes of calculation for the fractional parts of a month, twenty days, in the absences of other data, shall be considered a teacher's month's work.

RULE CXXII.

SEC. 166. In case it becomes necessary to investigate the conduct of a member of the Board or of a teacher, or other employee, charges and specifications must be submitted in writing. The Board may by a majority vote direct the Clerk to make such charges and specifications. If the charges relate to a teacher, the examination shall be conducted by the Committee on Teachers, Salaries, and School Goverment. If a Member of the Board is charged, a Committee of the Whole shall hear the case. Sworn testimony alone shall be received. All such examination shall be conducted in executive session and minutes kept. Counsel may be admitted at the discretion of the Board. The verdict of the Examining Body shall be made in writing and shall be in the form of a report addressed to the Board. Any one concerned shall not be intimidated or discouraged by sarcastic or ungentlemanly remarks.

RULE CXXIII.

SEC. 167. Promotions based on proficiency may be made at any time during the year. Formal examinations shall be made in June immediately preceding the Summer vacations at such time as the Committee on Teachers, Salaries and School Government may determine, consistent with getting through with such examinations. After such examinations, the classes shall be kept employed at useful work. The Principal shall see that disorganization is not allowed pending examinations or immediately previous to the regular vacations.

RULE CXXIV.

SEC. 168. In order that the "Course of Study" provided for in this Manual, may be more effectually carried out, and a uniform and definite result reached after going through the "Course," the Committee on Teachers, Salaries and School Government, and the Principals of the different Schools, shall meet together from time to time to consult and determine in relation to the selection of suitable sets of text books for use in teaching the various grade studies, particularly in such studies as Geography, Arithmetic and

Grammar, as relates to Reading and History; the selections made shall be copious and ample; all selections must be made from books put upon the list and approved by the Board of Education. The list of selections may be extended or changed at any time, as necessity may require or suggest.

### RULE CXXV.

SEC. 169. On and after May 1st, 1891, teachers having taught in the Hoboken Public Schools ten and less than fifteen years, shall receive as salary, at the rate of not less than $600 per annum; teachers having taught fifteen and less than twenty years, shall receive at the rate of not less than $660 per annum, and teachers having taught twenty years, or over, shall receive not less than at the rate of $720 per annum. The above arrangement shall not affect regular class or grade salaries, where teachers hold, or may be promoted to positions which entitle them to more than the above rates. It shall apply only in cases where teachers have not happened to get the usual promotions by vacancies occurring in their respective Schools. It shall only be paid to teachers who hold a first grade certificate, and who have a uniformly good record as teachers. This clause shall be subject to a fair and reasonable construction.

## GENERAL REMARKS.

Notwithstanding that it is expected that these Rules and Regulations will be carried out in good faith, and that their observance will be enforced, it is not intended that they shall be so administered as to be oppressive to honest teachers or pupils. They are intended to operate as precepts rather than as mandates. Fines paid are not considered the equivalent of good honest service.

The Schools should be conducted so as to secure, by good judgment as much flexibility as possible; advice, friendship, and assistance should be the moving impulse, rather than authority; compulsion should be used only when other methods fail.

Principals should see that what is known among schools as the "cramming" process of pupils, is avoided, and that the education is gradual, rational and thorough. Pupils should not be forced, unnaturally, beyond their speed, to the injury of their health. They should not be promoted until they are proficient in their present grades. Neither should any pupil be kept back who is able to go forward; providing always, that grades must not be skipped over in making promotions.

Liberal provision is made in these Rules and Regulations for superintendence by the Principals, and it is expected that due attention will be paid to important details, especially to the ventilation and other sanitary arrangements of the schools. A close and regular observation by the Principals will enable them to check and remove in a great measure, many of the serious drawbacks

The following resolution was presented and read:

Resolved, That after September 1, 1891, the teachers in the Primary Department shall be paid the following salaries, viz.: During the first year's probation at the rate of $300; provided, that the usual allowance shall be made for continuous teaching next adjoining the date of their assignment. For the second, third and fourth years, at the rate of $474.96. For the fifth, sixth and seventh years, at the rate of $498. For the eighth, ninth and tenth years, at the rate of $534. All the above rates, after the first year, to date from the time of their assignment by the Board of Education.

Resolved, That the above provisions shall not be construed to decrease any salaries at present paid. Neither shall any experienced teacher be rated under the amount provided for monitresses under their first year's probation.

HENRY HESS, JR., } Committee on Teachers,
A. J. ARATA, } Salaries and School
JOHN REID, } Government.

On motion of Trustee Dynan the resolution was adopted by the following vote:

Ayes—Trustees Acker, Arata, Dynan, Gebhardt, Guth, Hess, Reid, Rudolphy, Sandford and President Russ.

Nays—None.

Absent—Trustees Hicks and Meehan.

incident to Public Schools. Principals should not under any circumstances receive more pupils into their respective schools than their class-rooms can accommodate.

## DUTIES OF THE LIBRARIAN.

RULE 1. The Librarian shall keep a strict record of the names of persons taking out books, the dates when taken out, and when returned, and the condition of the books when returned; she shall also keep a written list of all books purchased for the library, together with the price of same. The Librarian shall, under the supervision of the Committee on Library, prepare a catalogue when required to do so.

RULE 2. In the month of April of each year, the Librarian shall make a report of the condition of the library to the Committee, giving such details as they may require.

RULE 3. The library shall be kept open on Mondays and Thursdays of each week, except on holidays, or during vacations, from 3.30 P. M. to 6 P. M. for the delivery and return of books. If unavoidably absent, the Librarian shall furnish a substitute at her own cost, said substitute to be approved of by the Library Committee.

RULE 4. All teachers, pupils of the Normal and High School, and pupils of the first and second classes of the Grammar Schools, and members of the Board of Education shall have the privilege of using the library books, under such rules and restrictions as the Board may from time to time establish.

RULE 5. Pupils of the various schools, when applying to the Librarian for books, shall present a certificate or card from the Principal of the School to which they belong, stating their name and position in the school.

RULE 6. Dictionaries, Encyclopedias, Maps or Atlases, shall not be taken from the library room.

RULE 7. No person shall be allowed to retain a book longer than two weeks.

RULE 8. If a book is seriously damaged or lost, the person to whom it is charged at the time of its injury or disappearance, shall furnish a new book of the same kind, or pay for the same; and any person refusing to replace or pay for such book shall thereafter be deprived of the privileges of the library.

RULE 9. Teachers whose classes make use of the library are requested to see that books taken out by their pupils are returned as the rules require, and also to use their influence toward the care of the books.

RULE 10. It shall be the duty of the Librarian to cover and number all the books contained in the library, and to perform all other duties pertaining to the care of the library without additional compensation.

# COURSE OF STUDIES

—IN THE—

# HIGH SCHOOL

—AND IN THE—

# VARIOUS GRAMMAR SCHOOLS

## IN THE CITY OF HOBOKEN.

## HIGH SCHOOL.

## COURSE OF STUDY.

*First Year—First Term.*

***Arithmetic.***—Percentage, Simple and Compound Interest, Profit and Loss, Ratio and Proportion, True Bank and Commercial Discount.

***Algebra.***—Addition, Subtraction, Multiplication, Division, Factoring, Greatest Common Divisor.

***History.***—Ancient Empires, Mythological History.

***Grammar.***—Formation of Sentences, Analysis, Parsing, Diagraming.

***Dictation.***—Selections from Standard American Authors (Special Attention to Punctuation).

***Memory Selections.***—Standard American Authors.

***Elocution.***—General Principles, Voice Culture, Clearness of Enunciation.

***Etymology.***—Prefixes, Suffixes, Roots.

***Compositions.***—Twice each week.

***German Exercises.***

***Drawing.***

*First Year—Second Term.*

***Arithmetic.***—Partial Payments, Insurance, Duties, Exchange, Stocks, Partnership, Square and Cube Root.

***Algebra.***—Least Common Multiple, Fractions, Equations of First Degree, involving one unknown quantity.

***History.***—Greece and Rome.

***Physiology.***—Anatomy, Physiology, Hygiene, Narcotics.

***Grammar.***—Synthesis, Analysis, Diagraming.

***Dictation.***—Selections from Standard English Authors (Special attention to Punctuation and Paragraphing).

***Memory Selections.***—Standard English Authors.

***Elocution.***—Same as first term. Declamation.

***Compositions*** —Twice each week.

***German Exercises.***

***Drawing.***

*Second Year—First Term.*

***Algebra.***—Simple Equations.

***Metric System.***

***History.***—Mediaeval History.

***Rhetoric.***—Introduction, Style, Diction, Sentences, Figures, Special Properties, Versification, Poetry, Prose Composition, Invention.

***Physics.***—Matter, Motion and Force, Dynamics, Gravitation, Energy, Simple Machines, Liquids, Pneumatics.

***Compositions.***

***Book-keeping.***—Double Entry, Business Forms, Correspondence, Business Arithmetic.

***Mensuration.***—Polygons, Triangles, Circles, Quadrilaterals.

***Elocution.***—Vocal Exercises, Readings, Declamation.

***German.***

***Drawing.***

*Second Year—Second Term.*

***Algebra.***—Involution, Evolution, Radicals.

***Mensuration.***—Solids, Measurement with Practical Applications.

***Physics.***—Electricity and Magnetism, Sound, Heat, Light.—Review.

***History.***—History of England.

***Geometry.***.—Rectangular Figures, Circles.

***Literature.***—English Authors. Brief Outline of English Authors.

***Compositions.***

***Elocution.***—Vocal Exercises, Reading, Declamation.

***German.***

***Drawing.***

***Book-keeping.***—Continued. Commercial Arithmetic, Correspondence.

*Third Year—First Term.*

***Algebra.***—Quadratics, Proportion.

***Geometry.***—Similar Polygons, Areas of Polygons, Regular Polygons, Circles.

***History.***—Modern History Completed.

***Literature.***—American Authors.

***Physical Geography.***—The Earth, the Land, the Waters, the Atmosphere, Life upon the Earth.

***Compositions.***

***Elocution.***—Vocal Exercises, Reading and Declamation.

***German.***

***Drawing.***

*Third Year—Second Term.*

***Algebra.***—Progressions, Permutations, Undetermined Coefficients, Series, Review.

***Geometry.***—Plane and Solid Angles, Review.

***Plane Trigonometry.***—Right and Oblique Angles with their applications to the measurement of heights, distances, etc.

***History.***—General History Reviewed.

***Literature.***—General Review of English and American Authors.

***Elocution.***—Vocal Exercises, Declamation, Reading.

***Astronomy.***—The Stars, the Solar System, the Planets, the Moon, Eclipses, Comets, Meteoric Bodies, Apparent Movements of Heavenly Bodies, Measurement of Time.

***German.***

***Drawing.***

***General Review.***

# PRIMARY COURSE.

## TENTH GRADE.

*Reading*.—Use the Black-board and Script Letters.

Observe the following order:

1. The idea to be represented by the word to be learned.
2. The word as a sound, and its correct utterance by the pupil.
3. The word as a form—its recognition at sight.
4. Analysis of the word by its elementary sound.
5. Analysis by letter.
6. Group words into phrases and sentences.

In selecting words to be learned observe the following order:

1. Names of object, as hat, cat, dog, etc.
2. Quality words, as old, new, good, etc.
3. Action words, as see, run, play, etc.
4. Other words as needed in forming phrases and sentences.

When enough letters and their principal sounds have been learned, the printed form may be taught, by comparing the written form on the Black-board with the printed form on the Chart or in the Reader.

Reading from Chart, Leaflet or Reader. By pleasant talks, familiarize the pupil with the words taught.

Insist on natural tones and proper phrasing.

*Spelling*—

1. Copying words from blackboard.
2. Spell orally words in reading lesson.
3. Dictation, words and short sentences.

*Writing*.

1. Exercises to teach arm movements.
2. Copy letters and words from black-board.
3. Dictation Exercises.

*Geography*.—Conversational lessons, location of School Building, Street. House, etc.

*Oral*.—Miscellaneous Lessons.

1. On color.
2. Common objects.
3. Human body, five senses.
4. Cleanness, politeness, truthfulness, honesty, obedience, kindness.
5. On form.

*Physical Exercises.*

1. Calisthenics; hand, arm, feet, head, body movements at frequent intervals.
2. Pupils to be taught to sit and stand correctly.
3. Careful attention to be given to ventilation.

*Language Lessons.*

1. Oral Exercises to cultivate promptness, and the correct use of language.
2. Use given words in short sentences.
3. What I can { see. / hear. / taste. / feel. / do. } What I { want. / wear. / saw. / eat. } Where I can { go. / live. }

and a variety of similar exercises which the teacher's ingenuity may suggest.

4. Carefully correct any faulty language used by the pupils.

*Morals and Manners.*

*Arithmetic.* *First and Second Terms.*

1. Develop a clear perception of numbers as far as 10.
2. Counting objects.
3. Numbers to be read at sight from 1 to 100, also written from dictation.
4. Addition and Subtraction, Multiplication and Division. No combination to exceed five.
5. Tables through five, using both signs and words.
6. Use and meaning of the sign $+$, $-$, $\times$, $\div$ and $=$.
7. Give many easy examples for pupils to solve.
8. Begin to Talk about $\frac{1}{2}$, $\frac{1}{3}$, $\frac{1}{4}$, etc.
9. Practice rapid column addition.
10. The terms; *cent*, dime, half dime and dollar, taught and illustrated
11. Always insist on neat work.
12. Roman numerals to XX.

NINTH GRADE.

*Reading.*—From Charts, Leaflets and First Readers. See that the pupil fully understands the language used in the reading lessons. New words occurring in the reading lesson to be written on the blackboard and their meanings introduced by a pleasant story.

Give special attention to the enunciation, pronunciation and articulation of all new words; phonic drill. Frequently require the pupil to tell the story in his own words. Vary the exercises as much as possible. Be careful at the outset to form a natural and easy style. Let the standard for good reading be its resemblance to good conversation.

*Spelling.*

1. Written and oral of all words learned.
2. Spell words phonetically, using proper diacritical marks.

*Writing.*

1. Exercises in arm and finger movement.
2. Copy familiar words from blackboard.

*Oral.*—Miscellaneous Lessons.

1. Domestic animals; parts, covering, habits.
2. Time by the clock.
3. Plants; names, parts, arrangements.
4. Human body, names of parts.
5. Industry, obedience; continue lessons of first year.
6. Form, color.

*Physical Exercises.*

1. Calisthenics of two or three minutes duration.

*Language Lessons.*

1. Write short sentences.
2. Names and uses of all punctuation marks used on the Chart or in the Reader.
3. Diacritical marks.

*Geography.*—Conversational Lessons; points of Compass, City, County, Rivers, etc.

*Arithmetic.* *First Term.*

1. Read and write numbers to 1,000.
2. Addition and Subtraction, Multiplication, Division, Tables, using signs and words through 10's.
3. No combination or number to exceed 20. Roman Notations to L.
4. Simple examples combining Addition and Subtraction. Practical examples in Fundamental Rules.
5. Give many examples, as follows: George has 3 apples and James has 3 apples, how many have both? What cost 4 lemons at 2 cents each.
6. Drill the class in rapid slate work.
7. Many exercises in column work.
8. Have the class make original examples.
9. Teach ½, ⅓, ¼, etc., of a number.
10. No careless work should be allowed.
11. Objects may be used for illustrations.

*Second Term.*

1. Continue Addition in columns to 40.
2. Drill in rapid slate work.
3. Continue combinations in Addition and Subtraction.
4. Give many practical examples.
5. Have the class make original examples.
6. Have the pupil use one-half, one-third, one-fourth, one-fifth, one-sixth, one-seventh, as one-sixth of 12 equals 2; one-seventh of 28 equals 4.
7. Review previous work, Roman notation, to XC.
8. No careless work should be allowed.

## EIGHTH GRADE.

*Reading.*—Complete First Reader, and take up the first part of the Second Reader, Supplementary Reading, other exercises as in previous grades, Enunciation, Pronunciation and Articulation, Phonic Drill.

Cultivate the ability to reproduce the story.

The meaning of the words and phrases to be taught from the sentences.

*Spelling.*

1. Oral and written of all words learned.
2. Teach accent, spell phonetically.
3. Teach *meaning* and *use* of words pronounced alike but spelled differently.

*Writing.*

1. Short sentences from copy.
2. Exercises to develop running hand.
3. Copy books at the option of the Principal.

*Oral.*—Miscellaneous Lessons.

1. Lessons on plants and animals continued.
2. Lessons on minerals.
3. Human body, functions, parts.
4. Form, color.
5. Talks on officers and government of city and county.
6. Recitations or compositions weekly.

*Physical Exercises.*—As in the previous grades, and to be continued throughout the course.

Exercises to be adapted in character and frequency to the age of the pupil.

*Language Lessons.*

1. Sentence Writing.

2. Copy brief stories composed of short sentences for practice in use of capitals and punctuation.
3. Copying short stanzas of poetry from Reader.
4. Continue the use of diacritical marks.

*Geography.*—Conversational Lessons.

*First Term.*

*Arithmetic.*

1. Review all previous work and advance to 10,000.
2. Roman Notation to C.
3. Find all the weak places and strengthen them.
4. Continue rapid slate work.
5. Continue Addition, Subtraction, Multiplication and Division.
6. Practice rapid column Addition.
7. Numerous exercises in the use of fractional parts of numbers. Drill on all tables to 12.
8. The combination and separation of numbers continued.
9. Continue to insist on neatness.

*Second Term.*

1. Continue rapid slate work in Addition, Subtraction, Multiplication and Division, especially in column Addition.
2. Bills and small accounts.
3. Have the pupils use the fractions one-half, one-third, one-quarter one-fifth, one-sixth, one-seventh, one-eighth, one-ninth, one-tenth.
4. Use U. S. money, liquid and dry measure in applying numbers. Example: 1 gill costs, 5 cents what will 2 gills cost; 3 gills; 4 gills; 1 pint; 1 quart, &c.?
5. Teach tables objectively.
6. Roman Notation to D.
7. Insist on neatness.
8. Long Division having a divisor of not more than two figures. Mental Arithmetic.

SEVENTH GRADE.

*Reading.*

Second Reader completed. Frequent exercises in Elementary Sounds. As much supplementary reading as possible.

To prevent hesitancy, practice rapid reading of columns of words from the Reader.

Ability to reproduce the story cultivated.

Continue Enunciation, Pronunciation, Articulation and Phonic Drill.

*Spelling.*

1. Oral and written, of new words found in the reading lessons.
2. Spell phonetically, use diacritical marks.

*Geography.*—Conversational Lessons.

*Writing.*

1. Exercises to develop running hand.
2. Simple words and sentences.
3. Pupil's names, place of residence, etc. Copy books optional.

*Oral.*—Miscellaneons Lessons.

1. Stories from History and Biography.
2. Information Exercises. Animal, Vegetable, Mineral.
   - Bee
   - Ant
   - Beaver
   - Cotton
   - Wheat
   - Potato
   - Warm Countries
   - Cold Countries.
   - Wool
   - Silk Worm { three states of insect life.
   - Frogs
   - Coal
   - Spider and Wasp.
3. Shape, size, motions of the earth, names of streets, location of school, points of compass.
4. Recitations, Compositions.
5. Human body, structure, bone, sinew, blood, nerve, reason why the parts are so placed and formed.
6. Laws of health.
7. How we live, eat, breathe, exercise, sleep.
8. Civics.

*Language Lessons.*

1. Continue Sentence Writing.
2. Copy paragraphs from the reading lesson, giving great care to use of capitals, formation of letters, punctuation.
3. Diacritical marks continued.
4. Reproduce story of reading lesson in writing.
5. Short compositions and letters.
6. Correct common errors of speech.

*Arithmetic.* *First Term.*

1. Continue Addition, Subtraction, Multiplication and Division—Long and Short.

2. Roman Notations, M.
3. Review tables of U. S. Money, Liquid and Dry.
4. Tables of Time, and the denominations of inches, feet, yards and rods.
5. Much practice should be given to examples in the Fundamental Rules through all the terms.
6. Bills and Short Accounts.
7. Mental Arithmetic.

*Second Term.*

1. Continue Division—Short and Long.
2. Give simple practical examples, using U. S. money, liquid and dry measure. Example: 1 bushel of wheat cost $2.36, what will 2 bushels cost; 2 pecks, &c.? If 5 gallons of molasses cost $3.00, what will 1 gallon cost; 1 quart, &c.?
3. Exercise the pupils in combining Fractions, as ¾ plus ¼ equals how many fourths?
4. Give mental examples involving the principles taught in the slate work.

SIXTH GRADE.

*Reading.*—Third Reader. Continue drill in Phonic Elements, etc. Continue supplementary reading. Reproduction of the story read.

*Spelling.*

1. Oral and written of new words found in the reading lesson.
2. Spell phonetically, and by use of diacritical marks.
3. Other words than those found in the reading lesson.

*Writing.*

1. Exercises in arm and finger movement.
2. Running hand. Cultivate rapidity of movement and accuracy of form, and neatness of finish. Copy books.

*Oral.*—Miscellaneous Lessons.

1. Exercises on human body, its parts, functions, &c., continued.
2. Continue subjects of politeness, cleanliness, truthfulness, &c.
3. General Information Lessons, such as the teacher may regard as of the greatest benefit.

*Language Lessons.*

1. Compositions and Letter-writing.
2. Write sentences containing words in the reading lesson.
3. Use of diacritical marks continued.

*Geography.*—Primary Book may be used in this grade. Teach form of earth, divisions of land and water. Illustrate by means of globes, maps, &c. Complete first half of Primary Geography.

*Arithmetic.* *First Term.*

1. Review thoroughly all preceding work.
2. Continue, Roman notation.
3. Continue practical examples in U. S. money.
4. Avoirdupois, Apothecary, Square Measure.
5. Rapid drill in examples, involving the four fundamental rules. Books may be used in this Grade.

*Second Term.*

1. Continue work in U. S. money.
2. Factoring and cancellation.
3. Mental work.
4. Take fractional parts of a number.
5. Throughout the course great care must be exercised in the work.

G. C. D., L. C. M.

## GENERAL DIRECTIONS FOR PRIMARY GRADES.

### ORDER OF EXERCISES.

The minimum time per week in arranging the order of exercises, shall be as follows:

| | |
|---|---|
| Language lessons, including reading, etc., - | Six hours. |
| Arithmetic, - - - - - | Four " |
| Writing, - - - - - - | Two " |
| Drawing, - - - - - | 30 minutes |
| Physical exercises, - - - - | " " |
| Music, - - - - - - | |

Prose and verse recitations by the pupils, shall be selected by the Principal and teachers-

*Writing.*—Pupils shall not be allowed to write with short pencils or penholders; particular care to be taken as to the manner of holding pen or pencil; also as to the position of the body while writing.

*Manners and Morals.*—Such instruction should be given daily, to the pupils, as will foster a spirit of kindness and courtesy toward each other; create a feeling of respect toward teacher and parent, and a love for cleanliness, order, love of country, law and truth.

*Physical Training.*—Exercises should be of such character as will tend to expand the lungs, develop the muscles, and impart an easy and graceful carriage to the body.

# GRAMMAR COURSE.

## *Fifth Grade.*

### READING.

*Reading*—First and Second Terms. Third Reader. As much supplementary reading in school and out of school as can be secured. Vocal drill.

### SPELLING.

*First Term*—Words from reading lessons, and all words used in other lesson, oral and written. Special attention in all written work to *diacritical* marks.

*Second Term*—Continue the spelling of words used in reading lessons and other school exercises. Continue diacritical marking.

### PENMANSHIP.

*First and Second Terms*—Use copy-book and practice paper. Particular attention given to the holding of the pen and the position of the body. Use exercises for the development of free and running hand-writing.

### ARITHMETIC.

*First Term*—Addition and subtraction of Common Fractions, Cubic and Surveyors' Measures. Review work of preceding grades. Bills, small acounts and other practical applications of U. S. money continued. Easy measurements with use of simple fractions. Thorough mental drill on all subjects belonging to the grade.

*Second Term*—Complete Common Fractions, complete Compound Tables with practical illustrations. Continue exercises in bills and small accounts, and other practical applications of U. S. money. Mental drill.

### LANGUAGE.

*First Term*—Compositions on subjects connected with oral lessons. Parts of speech. Three memory selections, as assigned by the Principal.

*Second Term*—Continue Compositions. Three memory selections, assigned by the Principal. Examples, use parts of speech.

### HISTORY.

*First Term*—Use some primary work. Read first half. Teacher converse with the pupils upon the subject, bringing out the important events.

*Second Term*—Complete the reading of the primary book. Continue upon the prominent events narrated.

GEOGRAPHY.

*First Term*—Review work of previous grade. Teach size of Earth, circles, semicircles and zones.

*Second Term*—Complete primary Geography.

*Fourth Grade.*

READING.

*First and Second Terms*—Fourth Reader. Much supplementary reading. Vocal drill. Teach correct position in holding of book; also in sitting and standing.

SPELLING.

*First Term*—Words selected by the teacher from the Reader, and from all other lessons and school exercises. Meaning and use of all words illustrated, by forming sentences. Special attention to diacritical marks.

*Second Term*—Continue words selected by teacher, and the meaning and use of words in sentences. Special attention to manuscript work. Diacritical marking.

PENMANSHIP.

*First and Second Terms*—Exercises in copy books and on practice paper. Develop free movement of fore-arm and hand. Special attention to posture of body, holding of pen and regularity of movement. Drill.

ARITHMETIC.

*First Term*—Begin Decimal Fractions, Practical Application of Common and Decimal Fractions and their conversion one into the other. Continue illustrations of Weights and Measures, practical examples showing use of U. S. money. Continue bills and small accounts. Mental drill.

*Second Term*—Complete Decimal Fractions. Drill on exercises illustrating use of U. S. money. Review all work of preceding grades. Continue mental drill.

LANGUAGE.

*First Term*—Dictation exercises continued, with special drill in use of words, capitals and punctuation. Oral and written exercises in the use of language as the expression of thought. Compositions on familiar subjects, letter writing. Three new memory selection, as assigned by the Principal. The parts of speech.

*Second Term*—Continue dictation, composition, letter writing. The parts of speech continued, and new modifications, analysis of simple sentences. Three new memory selections. Review previous work.

HISTORY.

*First Term*—Brief outline of the most important events in the U. S. History to French and Indian War.

*Second Term*—Continue outline. Talks and Recitations to Revolution.

GEOGRAPHY.

*First Term*—United States in detail. Review previous work.

*Second Term*—Special attention to Mountains in reference to their influence on the climate, and the productions of the countries studied.

*Third Grade.*

READING.

*First Term*—Fourth Reader. Secure as much supplementary reading in school and out of school as possible.

Stimulate a desire for reading works on Geography, History, Biography, Natural Science, Poetry, &c. Vocal drill.

SPELLING.

*First Term*—Words selected from all the studies of the grade. Definitions must not be taught mechanically. Exercises on sounds and diacritical marks continued.

*Second Term*—Continue use of selected words, definitions, exercises on sounds and diacritical marks.

PENMANSHIP.

*First and Second Terms*—In copy-books and blank-books at alternate lessons. Continue exercises to develop freedom, regularity of movement. Insist on holding pen correctly and properly.

ARITHMETIC.

*First Term*—Begin Denominate Numbers. Review work in preceding grades. Continue drill on exercises, illustrating use of U. S. money. Teach Aliquot Parts of Numbers.

*Second Term*—Complete Denominate Numbers. Teach Ratio and Simple Proportion, Longitude and Time. Frequent application of preceding rules to illustrate use of fractions, U. S. money, &c.

LANGUAGE.

*First Term*—Compositions and Letter Writing continued. Construction of sentences with a view to develop a knowledge of the parts of speech.

Analysis of simple sentences continued. The inflexions of nouns, pronouns and verbs. Four memory selections as assigned by the Principal.

*Second Term*—Continue Compositions, Letter Writing, Constructron of Sentences, Analysis of easy Complex and Compound Sentences, Inflexions of Adjectives and Adverbs, Four memory selections assigned by the Principal. Review work of previous grades.

HISTORY.

*First Term*—U. S. taught from books through the Revolution. Outline familiar talk.

*Second Term*—U. S. History through the War of 1812. Outline in connection with Geography of the country. Familiar talks.

GEOGRAPHY.

*First Term*—South America, with special attention to latitude and longitude. Map drawing.

*Second Term*—Europe, local and descriptive in detail. Review previous grades. Map drawing.

*Second Grade.*

READING.

*First and Second Terms*—Fifth Reader. Supplementary reading continued. Particular attention to emphasis, intonation and natural expression. Vocal drill.

SPELLING

*First Term*—Words from reading lessons and other studies. Special attention to meaning and use of words in all written exercises. Diacritical marks.

*Second Term*—Continue use of words from reading lessons and other studies, and also meaning and use of words. Diacritical marks.

PENMANSHIP.

*First and Second Terms*—Copy-book and blank-book alternately. Paragraphs and business forms, such as bills, receipts and drafts. Continue drill for freedom of movement and action.

ARITHMETIC.

*First Term*—Begin Percentage and Profit and Loss. Simple and Compound Proportion. Review work of previous grades. Mental Arithmetic. Examples illustrating the use of fractions, U. S. money, etc. Short examples for rapid drill.

*Second Term*—Complete Percentage, Take up Commission and Insurance. Review work of first term and of previous grades.

LANGUAGE.

*First Term*—Continue Compositions and letter writing. Rules of syntax illustrated by familiar examples. Analysis and parsing of simple sentences, and easy complex sentences, with the view of teaching propriety. Four memory selections, as assigned by the Principal.

*Second Term*—Compositions, letter writing, and rules of syntax continued. Analysis, parsing, and construction of easy complex and compound sentences. Four memory selections. Review.

HISTORY.

*First Term*—Through the Civil War. Review preceding grades.

*Second Term*—U. S. History completed.

GEOGRAPHY.

*First Term*—Asia in detail, map drawing. Special attention to variation of climate in different countries.

*Second Term*—Africa in detail. Review previous grades. Map drawing,

*First Grade.*

READING.

*First and Second Terms*—Fifth Reader. Supplementary reading. Vocal drill.

SPELLING.

*First Term*—Analysis of words and their formation. Continue use and meaning of words. Diacritical marks.

*Second Term*—Continue analysis of words, use and meaning of words in all written exercises. Diacritical marking.

PENMANSHIP.

*First and Second Terms*—Commercial and Miscellaneous; use copy-book and blank-book alternately.

ARITHMETIC.

*First Term*—Partial Payments, Interest. Review work of previous grades. Mental Arithmetic.

*Second Term*—Complete Interest, Discount Stocks and Commercial Discount, Square Root; Mensuration, illustrating the method of finding the area of a square, rectangular or triangular surface; the diameter, circum-

ference, or area of a circle, etc. Review all previous grades. Mental Arithmetic continued.

LANGUAGE.

*First Term*—Composition, including impromptu exercises. Practice letter writing with instructions as to folding, directing, etc. Analysis, parsing, construction and correction of sentences. Five memory selections.

*Second Term*—Continue work as in first term. Review work of previous grades. Five new memory selections, as assigned by the Principal.

HISTORY.

General outline, and review the U. S. History. Constitution of the United States.

GEOGRAPHY.

*First and Second Terms*—Geography completed. Review all previous work. Map drawing. Special attention to winds, currents and other phenomena. Oceanica and other islands, classified as to their distribution, formation, products and inhabitants.

Physical taught before political geography in all the grades.

GENERAL DIRECTIONS FOR GRAMMAR GRADES.

The minimum time per week in the several grades shall be as follows:

| | |
|---|---|
| Language Lessons, | Five hours |
| Arithmetic, | Three " |
| Penmanship, | Two " |
| Geography. | One " |
| Drawing, | 40 minutes |
| History, | One hour |

The remaining time distributed at the discretion of the Principal.

Compositions shall be written once a week in all grammar grades in the presence of the teacher, upon subjects selected, and such work shall be criticised. Home work limited to the first grade.

# COURSE OF INSTRUCTION

——IN THE——

# GERMAN LANGUAGE.

The German Department consists of two grades in the Grammar Schools —the higher grade being the first class, the lower the two (A and B) second classes in each Grammar School—and of three grades within the High School, divided in four classes.

## COURSE OF STUDIES IN GRAMMAR SCHOOLS.

*Fifth Grade—Second Classes.*

The Alphabet, both printed and script, with exercises in reading and writing, in connection with translation of single words and simple sentences.

Speaking Lessons, on subjects seen at school and at home; on parts of the human body; on clothing and food.

*Grammar*—The simple tenses of the auxiliary verbs "sein" and "haben," and of the regular verbs. Declension of the definite and indefinite article.

*Selections*—To be committed to memory, as "Das Bächlein"—*Goethe.*

*Fourth Grade—First Class.*

*Reading*—From Grammar and a German Reader in connection with translation, both from English into German and vice versa, oral and written, involving rules on Orthography.

*Writing*—By copying and according Dictation.

*Grammar*—Declension of nouns; also of adjectives and pronouns; comparison of adjectives; conjugation of the auxiliary "werden," and of the modal auxiliaries "können," "wollen," "müssen;" also of the regular verbs; the Indicative mode complete.

*Colloquial Exercises*—On miscellaneous topics.

*Declamation*—Selections, as "Lorlei"—*Heine;* "Leise zieht durch mein Gemuth"—*Heine;*" Die Schatzgräber"—*Burger;* "Die Einkehr"—*Uhland*, etc.

*Penmanship*—Taught in all grades of the Grammar course.

## COURSE OF STUDIES IN HIGH SCHOOL.

### *Third Grade—Third (A and B) Classes.*

*Reading, Writing, Orthography*—As in Fifth and Fourth Grades, reviewed.

*Translation, Writing, Grammar*—As in Fifth and Fourth Grades, reviewed and continued. The use of Prepositions; also easy compound and complex sentences; idiomatical expressions; instruction on punctuation; conjugation of irregular, compound and reflexive verbs; adverbs; conjunctions.

*Colloquial Exercises*—On miscellaneous topics.

*Declamation*—Selections—"Barbarossa"—*Rückert;* "Der reichste Fürst"—*Kerner;* "Der Pilger von St. Just"—*Platen.*

### *Second Grade—Second Class.*

*Reading*—As in Third Grade, from a German Reader, or some good novel (as by Moritz Hartmann) or legend (*L. Tieck*).

*Writing*—As in Third Grade, and from memory of pieces learned.

*Letter Writing*—

*Grammar*—Reviewed and continued, as in Third Grade; rules of syntax; parsing and analysis.

*Conversation and Colloquial Exercises*—On promiscuous topics, and in connection with reading lessons.

*Declamation*—Selections as "Der letze Dichter"—*A Grün.* "Das Grab em Busento."—*Platen;* "Erlkönig"—*Goethe.*

### *First Grade—First Class.*

*Reading*—As in Second Grade, continued. Scenes selected from the most familiar dramas, by Schiller, Lessing, etc.

*Writing*—As in Second Grade, continued. Easy composition, involving letters.

*Translation*—Oral and written, of miscellaneous passages (Declaration of Independence).

*Grammar*—Etymology completed; Syntax continued.

*Colloquial Exercises*—As in the former Grade; on promiscuous topics, including General History, as taught in this Grade.

*Declamation*—General review of selections learned previously, and of pieces read in this Grade.

---

## COURSE OF STUDY IN THE DRAWING DEPARTMENT.

*Tenth Grade.*

Proper position. Objects and models shown, explained, and drawing from copy on blackboard; the best scholars to draw on paper.

*Ninth Grade.*

Same as in tenth grade, the best in books. Show models and explain the difference between them.

*Eighth Grade.*

Review, draw in books (except for new pupils). To assist writing by use of left hand (getting left hand). Rubbers only for best scholars. Practice in vertical, horizontal and slanting lines. Define point, line, etc.

*Seventh Grade.*

Review, how lines form angles, and how angles form figures. Explain and practice on figures, triangle, quadrangle, square, oblong, oblique square (oblique oblong, diamond rhombus).

*Sixth Grade.*

Review, work on square, oblique square, circle, triangle, pentagon, hexagon, octagon, etc. Ellipse and oval.

*Fifth Grade.*

Review, spirals and other combinations.

*Fourth Grade.*

Review, combinations of preceding exercises with details.

*Third Grade.*

Drawing from models which have been shown and explained in other lower grades. Drawing from models, perspective. The best scholars exercise from drawings in perspective, with models present, where the same principles have been applied.

*Second Grade.*

Reviews, drawing from models, shade and shadows, cast and otherwise.

*First Grade.*

Reviews, drawing from models, shade and shadows. Mechanical drawing for best scholars.

*High School.*

Reviewing and explaining. Drawing from any models which may be accessible. For best scholars, drawing ornaments, flowers, animals, parts of the human body and landscapes, making drawing of simple apparatus. These studies are varied in the several High School classes, according to circumstances and the ability and proficiency of the pupils.

---

## COURSE OF STUDY IN VOCAL MUSIC.

*First Grade.*

Develop tone perception by teaching scale as a whole, ascending and descending. Practice scale step-wise, making one the objective point, thus, 1 2 1—1 2 3 1—1 2 3 4, etc. All scales and intervals to be practiced from keys of C D, E, F and E♭. Teach two and three part measures. Unite tune and time with simple exercises containing above difficulties, from Holt's drill charts. Individual singing.

*Second Grade.*

Teach sounds of the scale in every relation to each other, in nine different keys or positions on staff; using drill charts. To be practiced in concert until class can sing intervals readily. Teach two, three and four-part time. Practice sounds in combination as preparation for part singing.

*Third Grade.*

Teach tones and semi-tones, Major and Minor thirds as mental objects. Review all previous work in interval practice; teach two-part singing in all keys, including difficulties in time; practice two, three and four-part measures, including all difficulties growing out of two sounds to the pulsation; practice sounds in combination as preparation for three-part singing; simple form of six-part time; rests.

*Fourth Grade.*

Teach 4 sounds to the pulsation in two, three and four-part measures and triplets; teach suspension; teach minor scales as wholes; perfect and diminished fifths as mental objects; review difficulties in intervals growing out of the Minor and Major scales; two and three-part singing with added difficulties in time; individual examination.

*The High School.*

Complete the circle of keys; study enharmonic tones, unite time and tune in three and four-part singing; review all forms of time; teach syncopation and nine eighths; twelve-eighths time; a course in harmony to be added. Examinations upon all previous exercises in four-part singing.

# TEACHERS' NAMES, RESIDENCES, GRADES, TERMS OF SERVICE, SALARIES, ETC.

# SCHOOL No. 1.

*Garden St., near Third.*

## GRAMMAR DEPARTMENT.

| NAMES. | RESIDENCE. | Date of Appointment. | Class. | Grade of Teacher. | Annual Salary. | Average Attendance. | Seating Capacity. | Average Age |
|---|---|---|---|---|---|---|---|---|
| David E. Rue | 362 Park Ave., Hoboken | 1869 | 1st | Principal. | $1,650.00 | | | |
| Ida A. Booth | 284 Bloomfield St., Hoboken | 1877 | Mixed | 1st Vice-Prin. | 1,200.00 | 30 | 32 | 13½ |
| Angeline Burnett | 38 West 43d St., Bayonne, N. J. | 1867 | 2d A | 1st. Asst. | 712 08 | 31 | 38 | 13½ |
| Jennie Reid | 397 Bloomfield St., Hoboken | 1879 | 2d B | 1st. " | 712.08 | 33 | 44 | 12½ |
| C. C Atwell | 1344 Lexington Ave., N. Y. City | 1869 | 3d A | 2d " | 653 16 | 27 | 48 | 13½ |
| Isabel E. Jackson | 411 Garden St., Hoboken | 1880 | 3d B | 2d " | 653.16 | 30 | 40 | 12½ |
| Jessie Borthwick | 411 Washington St., Hoboken | 1877 | 4th A | 3d " | 594.00 | 36 | 40 | 12 |
| Mary Coghill | 344 Bloomfield St., Hoboken | 1880 | 4th B | 3d " | 594 00 | 33 | 40 | 12 |
| Nellie McCain | 294 Garden St, Hoboken | 1877 | 5th A | 4th " | 594.00 | 34 | 40 | 11½ |
| Sarah Michell | 214 Bloomfield St, Hoboken | 1880 | 5th B | 4th " | 594 00 | 38 | 40 | 11 |

## PRIMARY DEPARTMENT.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Marie H. Vose | 48 Tenth St., Hoboken | 1873 | Mixed Infant | 2d Vice-Prin. | $600.00 | 73 | 46 | 7 |
| Mary McDonnell | 234 Grand St., Hoboken | 1879 | 6th M. | 5th Asst. | 534 00 | 40 | 46 | 11 |
| Marion E. Jackson | 411 Garden Street, Hoboken | 1882 | 6th F. | 5th " | 534 00 | 41 | 48 | 11 |
| Clara V. Havens | 97 Washington St, Hoboken | 1882 | 7th F. | 6th " | 498.96 | 42.1 | 46 | 11 |
| Addie Harding | 353 Garden St., Hoboken | 1883 | 7th M. | 6th " | 498.96 | 36.5 | 40 | 0 |
| Mattie Shilcock | 221 Garden St., Hoboken | 1883 | 8th M. | 7th " | 498.96 | 37.7 | 40 | 10 |
| Maggie Tallon | 70 Seventh St., Hoboken | 1885 | 8th F | 7th " | 498.96 | 50 | 58 | 9 |
| Ida Schrader | 8 Tenth St., Hoboken | 1884 | 9th M. | 8th " | 474.96 | 48 | 56 | 10 |

PRIMARY DEPARTMENT.—(CONTINUED.)

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Annie Black | 94 Park Avenue, Hoboken | 1885 | 9th F. | 8th Asst. | $474.96 | 50 | 44 | 9 |
| Anna Meharg | 138 Ocean Ave., Jersey City | 1885 | 10th M | 9th " | 474.96 | 45 | 50 | 8 |
| Lulu Husey | 366 Garden St., Hoboken | 1885 | 10th F. | 9th " | 474.96 | 34 | 40 | 9 |
| Alma Doyle | 272 Bloomfield St., Hoboken | 1888 | 11th F. | 10th " | 474.96 | 42 | 68 | 8 |
| Minnie Sandmann | 93 Washington St., Hoboken | 1889 | 12th F. | 11th " | 300.00 | 35 | 40 | 7½ |
| Patrick Halloran | 58 Willow Terrace, Hoboken | | Janit'r | | 1,200.00 | | | |

ANNEX.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Annie E. Moore | 21 Tenth St., Hoboken. | 1889 | | Principal. | $600 00 | | | |
| Mary E. Moffatt | 18 Tenth St., Hoboken | 1889 | 1st Inf | 1st Asst. | 474.96 | 52 | 80 | 6½ |
| Mamie Chancellor | 323 Willow Ave., Hoboken | 1889 | 2d Inf | 2d " | 474 96 | 52 | 80 | 6½ |

# SCHOOL No. 2.

Garden St., bet. 9th and 10th Sts.

GRAMMAR DEPARTMENT.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| John W. Lycett | 259 Garden St., Hoboken | 1879 | | Principal. | 1 650.00 | | | |
| * Marie Gourlie | 320 E. 18th St., New York | 1872 | 1st | 1st Vice-Prin | 1,200.00 | 30 | 30 | 14½ |
| * Virginia Harry | 664 Ocean Ave., Jersey City | 1872 | 2A | 1st Asst. | 7 2.00 | 32 | 36 | 14 |
| Helen E. Tifft | 356 Washington St., Hoboken | 1870 | 2B | 1st " | 712 00 | 32 | 36 | 13 |
| * Kate Bovingdon | 97 Charlton St., New York | 1870 | 3A | 2d " | 653.16 | 32 | 34 | 12 |
| Nellie G. Howard | 215 Bloomfield St., Hoboken | 1872 | 3B | 2d " | 653.16 | 30 | 34 | 12 |
| Marie T. Hedges | 454 Garden St., Hoboken | 1870 | 4A | 3d " | 594.00 | 27 | 34 | 12 |
| * Sophia G. Schrader | 315 Bloomfield St., Hoboken | 1878 | 4B | 3d " | 594.00 | 34 | 40 | 12 |
| Lottie Des Moyers | 24 Second St., Hoboken | 1871 | 5A | 4th " | 594.00 | 32 | 34 | 11½ |
| * Mary C. Applegate | 152 Willow Ave., Hoboken | 1879 | 5B | 4th " | 594.00 | 32 | 38 | 11½ |

* All Teachers marked thus are one g ade higher than their regular place on account of Miss Stanley, 1st Vice-Principal, being sick and absent.

## SCHOOL No. 2—(Continued).

### PRIMARY DEPARTMENT.

| NAMES. | RESIDENCE. | Date of Appointment. | Class. | Grade of Teacher. | Annual Salary. | Average Attendance. | Seating Capacity. | Average Age. |
|---|---|---|---|---|---|---|---|---|
| Sarah M. VanDenberg..... | 348 Garden St., Hoboken..... | 1878 | 10th | Vice-P. Prim. | $600 00 | 88 | 48 | 6 |
| Mathilde A. Jeanneret..... | 4 Tenth St., Hoboken..... | 1877 | 6 A.M | 5th Asst. | 534 00 | 36 | 40 | 12 |
| * Lavina Reid.. ..... | 397 Bloomfield St., Hoboken... | 1881 | 6 A. F. | 5th " | 534.00 | 34 | 38 | 11 |
| Susie W. Applegate.... .... | 152 Willow Ave.... ..... | 1878 | 6 B.M. | 6th " | 499.00 | 32 | 36 | 11 |
| *Charlotte A. Lambert..... | 22½ Tenth St., Hoboken..... | 1882 | 6 B F. | 6th " | 499.00 | 42 | 40 | 10 |
| Alice S. Mills..... ..... | 48 Tenth St., Hoboken..... | 1878 | 7 M. | 7th " | 499 00 | 30 | 34 | 10 |
| * Ida F. Theiss..... | 71 Park Ave., Hoboken..... | 1884 | 7 F. | 7th " | 498.96 | 40 | 48 | 11 |
| Minnie Chamberlain..... | 52d St. and Ave B, Bayonne .. | 1883 | 7 B. M | 8th " | 474.96 | 34 | 38 | 10 |
| * Jane F. Kelly ..... | 289 Garden St., Hoboken..... | 1886 | 7 B F | 8th " | 474.96 | 45 | 58 | 9 |
| Emma L. Jackson..... | 411 Garden St , Hoboken..... | 1885 | 8 M. | 9th " | 474.96 | 44 | 48 | 9 |
| * Pauline Stursberg..... | 366 Washington St , Hoboken.. | 1886 | 8 F. | 9th " | 474.96 | 39 | 49 | 9 |
| Kate A. Ramborger..... | 466 Garden St , Hoboken..... | 1878 | 8 B.M | 10th " | 474.96 | 48 | 50 | 8 |
| * Kate A. Ebbets..... | 266 Washington St., Hoboken.. | 1888 | 8 B. F | 10th " | 474.96 | 37 | 46 | 8 |
| Kittie Hathaway..... | 360 Garden St., Hoboken. .... | 1889 | 9 M. | 11th " | 474.96 | 45 | 43 | 7 |
| Vacant. ..... | ..... | ..... | 9 F. | 11th " | | 38 | 34 | 7 |
| Edward C. Forbes..... | 401 Garden St., Hoboken..... | Janit'r | | | 1,200.00 | | | |

* All Teachers marked thus are one grade higher than their regular place on account of Miss Stanley, 1st Vice-Principal, being sick and absent.

# SCHOOL No. 3.

Adams St., near Second St.

## GRAMMAR DEPARTMENT.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Jeremiah Kelly | 289 Garden St., Hoboken | 1871 | | Principal. | $1,650.00 | | | |
| Letitia E. Robinson | 412 Garden St., Hoboken | 1871 | 1 Mx'd | Vice-Principl | 1,200.00 | 27 | 32 | 13 |
| Jane McCausland | 308 Bloomfield St, Hoboken | 1871 | 2 A M | 1st Asst. | 712.08 | 26 | 32 | 13 |
| Laura Herbert | 392 Garden St., Hoboken | 1872 | 2B " | 1st " | 712 08 | 27 | 32 | 12.5 |
| Mary E. Lawler | 742 Prospect Place, Brooklyn | 1871 | 3A " | 2d " | 653.16 | 29 | 34 | 12.3 |
| Clara M. Ward | 294 Garden St., Hoboken | 1873 | 3B " | 2d " | 653.16 | 33 | 42 | 12 |
| Mary L. Lawler | 23 Sixth St., Hoboken | 1873 | 4A " | 3d " | 594.00 | 40 | 42 | 12 |
| Jean Livingston | 337 Washington St., Hoboken | 1874 | 4B " | 3d " | 594.00 | 36 | 40 | 12 |
| Sarah Upton | 48 Reservoir Ave., Jersey City | 1873 | 5A " | 4th " | 594.00 | 39 | 42 | 11.7 |
| Georgina Kellett | 154 Willow Ave., Hoboken | 1874 | 5B " | 4th " | 594.00 | 39 | 48 | 11.5 |

## PRIMARY DEPARTMENT.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Theresa Lambert | 221½ Tenth St., Hoboken | 1874 | 6th M. | 5th Asst | $534.00 | 50 | 48 | 11.5 |
| Helen Herbert | 392 Garden St., Hoboken | 1879 | 6th F | 5th " | 534.00 | 39 | 46 | 10.7 |
| Carrie Votteler | 111 Hudson St., Hoboken | 1879 | 7th M | 6th " | 498.96 | 49 | 46 | 11 3 |
| Ella E. Hourigan | Adams St., near 12th, Hoboken | 1879 | 7th F | 6th " | 498.96 | 38 | 48 | 10.5 |
| Mary Hinternhoff | 444 Bloomfield St., Hoboken | 1883 | 8th M | 7th " | 498.96 | 44 | 48 | 10.5 |
| Ella Smith | 178 Washington St., Hoboken | 1879 | 8th F | 7th " | 498.96 | 38 | 42 | 10 |
| Lottie Haddenhorst | 380 Park Ave., Hoboken | 1889 | 9th M | 8th " | 474.96 | 40 | 44 | 10.3 |
| Emma Lefman | 133 Bloomfield St., Hoboken | 1880 | 9th F | 8th " | 474 96 | 38 | 43 | 10 |
| Kate McHale | 301 Willow Ave., Hoboken | 1889 | 10th M | 9th " | 474.96 | 44 | 48 | 9.8 |
| Louise Moch | 302 Garden St., Hoboken | 1881 | 10th F | 9th " | 474.96 | 35 | 34 | 10 |
| Amanda Offenheiser | 430 Garden St., Hoboken | 1890 | 11th M | 10th " | 300.00 | 49 | 52 | 9.5 |
| Emma Kunz | 460 Garden St., Hoboken | 1890 | 11th F | 10th " | 474.96 | 34 | 36 | 9 |
| Annie McIntyre | 97 Adams St, Hoboken | 1880 | | Janitress. | 1,200.00 | | | |

# SCHOOL No. 4.

Park Ave., near Sixth St.

## GRAMMAR DEPARTMENT.

| NAMES. | RESIDENCE. | Date of Appointment. | Class. | Grade of Teacher. | Annual Salary. | Average Attendance. | Seating Capacity. | Average Age. |
|---|---|---|---|---|---|---|---|---|
| A. J. Demarest | 395 Bloomfield St., Hoboken | 1884 | | Principal. | $1,650 00 | | | |
| Elizabeth A. Allen | 417 Willow Ave., Hoboken | 1871 | 1 Mx'd | 1st Vice-Prin. | 1,200 00 | 29 | 28 | 14 |
| Louise Bailey | 132 Washington Place, N. Y. | 1869 | 2A " | 1st Asst. | 712 00 | 34 | 38 | 13½ |
| Annie A. Higgins | 44 Chestnut Ave., Jersey City | 1873 | 2B " | 1st " | 712 00 | 26 | 28 | 13 |
| Ella V. Christie | 445 W. 23d St., New York | 1872 | 3A " | 2d " | 653 16 | 33.1 | 38 | 13 |
| Sarah Booth | 152 Park Ave., Hoboken | 1876 | 3B " | 2d " | 653 16 | 35 | 38 | 13 |
| A. Sherwood | 131 W. 64th St., New York | 1875 | 4A " | 3d " | 594 00 | 32 | 38 | 12 |
| Mary A. Lambert | 22½ Tenth St., Hoboken | 1877 | 4B " | 3d " | 594 00 | 24.3 | 28 | 11 |
| Juliette Jeanneret | 4 Tenth St., Hoboken | 1878 | 5A " | 4th " | 594 00 | 26.4 | 38 | 12 |
| Annie Moore | 50 Seventh St., Hoboken | 1878 | 5B " | 4th " | 594 00 | 32 | 38 | 11 |

## PRIMARY DEPARTMENT.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Jessie Wendover | 34 Seventh St., Hoboken | 1883 | Infant | 2d Vice-Prin. | $600.00 | 46 | 44 | 6½ |
| Golda Correa | 86 Eleventh St., Hoboken | 1881 | 6M | 5th Asst. | 534.00 | 37.3 | 38 | 11 |
| Mary Borthwick | 411 Washington St., Hoboken | 1884 | 6F | 5th " | 534.00 | 36 | 38 | 11 |
| Hattie Chamberlain | 52d St. and Ave. B, Bayonne | 1882 | 7M | 6th " | 498.96 | 37 | 38 | 11 |
| Emily Upton | 48 Reservoir St., Jersey City | 1886 | 7F | 6th " | 498.96 | 47 | 50 | 11 |
| Tillie Henry | 326 Willow Ave., Hoboken | 1882 | 8M | 7th " | 498.96 | 51 | 52 | 11 |
| Lizzie Kirk | 30 Clinton St., Hoboken | 1886 | 8F | 7th " | 498.96 | 40.1 | 52 | 10 |
| Emma Idell | 300 Washington St., Hoboken | 1885 | 9M | 8th " | 474.96 | 51.3 | 52 | 8 |
| Lucy Lambert | 22½ Tenth St., Hoboken | 1887 | 9F | 8th " | 474.96 | 42.1 | 52 | 7½ |
| Mary L. O'Callaghan | 238 Park Ave., Hoboken | 1888 | 10M | 9th " | 474.96 | 49 | 42 | 7½ |
| Ida Lull | 323 Park Ave., Hoboken | 1889 | 10F | 9th " | 474.96 | 37 | 42 | 6½ |
| Lizzie Howard | 215 Bloomfield St., Hoboken | 1889 | 10M | 10th " | 474.96 | 38 | 46 | 6½ |
| Thomas F. Kehoe | 219 Park Ave., Hoboken | 1890 | | Jan. & Eng. | 1,200.00 | | | |

# SCHOOL No. 5.—Primary.

Corner Second and Clinton Sts.

OFFICIAL LIST.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Cornelius J. Brower | 419 Willow Ave., Hoboken | 1889 | | Principal. | $1,500 00 | | | |
| Katie J. Middleton | Orange, New Jersey | 1883 | 10th | Vice-Princ'pl | 600.00 | 67 | 72 | 6 |
| Addie M. Booth | 152 Park Ave., Hoboken | 1883 | 1st | 1st Asst. M. D. | 474.96 | 47 | 52 | 9½ |
| Amelia L. Beck | 290 Willow Ave., Hoboken | 1884 | 2d | 2d " " | 474.96 | 48 | 58 | 8½ |
| Estelle Leonard | 127 Bloomfield St., Hoboken | 1885 | 1st | 1st " F. D. | 474.96 | 49 | 54 | 8½ |
| Louis Hoehnle | 85 Hudson St., Hoboken | 1885 | 2d | 2d " " | 474.96 | 50 | 58 | 8½ |
| Mamie E. V. Kivlon | 338 Washington St., Hoboken | 1886 | 3d | 3d " M.D | 474.96 | 52 | 60 | 8½ |
| Isabella A. Donnellan | 88 Park Ave., Hoboken | 1886 | 4th | 4th " " | 474.96 | 49 | 58 | 9 |
| Mabel A. Zeno | 382 Bloomfield St., Hoboken | 1887 | 5th | 5th " " | 474.96 | 49 | 68 | 8 |
| W. A. McCain | 294 Garden St., Hoboken | 1887 | 3d | 3d " F. D. | 474.96 | 51 | 58 | 7½ |
| Katie M. Melvin | 123 Willow Ave., Hoboken | 1887 | 4th | 5th " " | 474.96 | 50 | 58 | 7 |
| Katie W. Horwood | 388 Garden St., Hoboken | 1889 | 6th | 6th " " | 474.96 | 48 | 60 | 8 |
| Jennie Schermerhorn | 294 Willow Ave., Hoboken | 1889 | 7th | 7th " M D | 474.96 | 48 | 56 | 7½ |
| Julia A. O'Toole | 5 Shippenville St., Hoboken | 1889 | 8th | 8th " " | 474.96 | 51 | 60 | 7½ |
| Gertie Vandenberg | 348 Garden St., Hoboken | 1889 | 5th | 5th " F. D. | 474.96 | 53 | 68 | 6 |
| Venie M. Borthwick | 411 Washington St., Hoboken | 1889 | 9th | 9th " M.D. | 300.00 | 54 | 70 | 8½ |
| Charlotte Clinton | 16 Hudson St., Hoboken | 1890 | 6th | 6th " F. D. | | | | |
| Robert Henry | 73 Washington St., Hoboken | 1887 | | Jan. & Fng. | 1,200.00 | | | |

# SPECIAL DEPARTMENTS.

| NAMES. | RESIDENCE. | Date of Appointment. | Class. | Grade of Teacher. | Annual Salary. | Average Attendance | Seating Capacity. | Average Age. |
|---|---|---|---|---|---|---|---|---|
| David E. Rue | 362 Park Ave., Hoboken | 1879 | Sup't Principal. | | $400.00 | | | |

HIGH SCHOOL, Park Avenue near Sixth Street.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Wm. H. Elston | 409 Bloomfield St., Hoboken | 1887 | 1st | Principal. | $1,500 00 | 27 | 44 | 6.5 |
| Jennie E. Barkelew | 78 S. 11th St., Newark | 1877 | 2d | 1st Vice-Prin. | 840.00 | 44 | 34 | 15.5 |
| Isabel A. Coffin | 200 Bloomfield St., Hoboken | 1886 | 3d A. | 1st Asst. | 620.00 | 32 | 34 | 14.6 |
| Stella Swart | 235 Steuben St., Brooklyn | 1886 | 3d B. | 2d " | 620.00 | 41 | 42 | 14.9 |

GERMAN.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| William Pior | 197 Washington St., Hoboken | 1873 | | Principal. | $1,485.00 | | | |
| Henrietta Goos | 10 Tenth St., Hoboken | 1884 | | 1st Asst. | 900.00 | | | |
| Elisabeth Gerdts | 259 Bloomfield St., Hoboken | 1890 | | 2d " | 600.00 | | | |

## DRAWING.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Edward Hostmann..... | 204 Bowers St., Jersey City... | 1881 | | Principal. | $1,000 00 | | | |

## NORMAL SCHOOL.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| David E. Rue ..... | 362 Park Ave., Hoboken..... | 1872 | | Principal. | $200.00 | | | |
| Jeremiah Kelly..... | 289 Garden St., Hoboken..... | 1874 | | 1st Asst. | 200.00 | | | |

## MUSIC.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Adele Menzel..... | 307 Garden St., Hoboken ..... | 1889 | | Teacher. | $500 00 | | | |

# OFFICIAL LIST OF MONITRESSES.

1. JOHANNA PINNER,

2. G. M. VAN KEUREN,

3. MABEL WIGGINS,

4. IDA T. McENNERY,

5. GUSSIE GEAYER,

6. ETTA BARTON,

7. E. B. CLINTON,

8. ADELE RACINE,

9. ROSABEL E. BECK,

10. ANNIE F. HOURIGAN,

11. P. F. LUEHS.

# GENERAL INDEX.

## ORDINANCES.


| | Sec. | Ordin. | Page. |
|---|---|---|---|
| ***Organization and Officers.*** | | | |
| When and how to Organize | 1 | I | 7 |
| Quorum to do Business | " | " | 7 |
| When the Board shall meet | " | " | 7 |
| ***Powers of the Board.*** | | | |
| To make By-Laws, Rules, &c | 2 | I | 7 |
| Purchase Books, &c | " | " | 7 |
| Make Repairs | " | " | 7 |
| Advertise, when over $100.00 | " | " | 7 |
| Provide for Evening Schools | 3 | " | 7 |
| ***Duties of the Board.*** | | | |
| When to Inspect the Schools | 4 | I | 8 |
| When to Report to the Council | 4–7 | " | 8 |
| What to Report to the Council | 4 | " | 8 |
| Estimates to be made | 7 | " | 8 |
| Appropriations must not be exceeded | " | " | 8 |
| Must enforce the School Ordinances | 8 | " | 9 |
| Members not to take School Contracts | 9 | " | 9 |
| Not to prevent attendance at School | 10 | " | 9 |
| Record-Books and Blanks to be provided | 11 | " | 9 |
| ***Salaries of Officers.*** | | | |
| Salaries of Secretary and Treasurer | 1 | II, III | 9, 10 |
| ***Trustees.*** | | | |
| Number from each Ward | 1 | IV | 10 |
| Term for each | " | " | 11 |
| Vacancies—How filled | " | " | 11 |
| ***Contagious Diseases*** | | | |
| To make Rules relative to | 1 | V | 11 |

# BY-LAWS.

PAGE.

*Officers.*

The Officers to be elected—Sec. 1 ..... 13
Where and when elected—Sec. 1 ..... 13

*Special Meetings.*

How they may be called, etc.—Sec. 2 ..... 13

*Committees of the Board.*

What Committees shall be appointed—Sec. 3, 4 ..... 13
Who shall appoint them—Sec. 3, 4 ..... 13

*Duties of the President.*

To appoint Committees—Sec. 4 ..... 13
Appointing President *pro tempore*—Sec. 5 ..... 14
To Preside, etc.—Sec. 4 ..... 13
On signing Warrants—Sec. 5 ..... 14

*Duties of Clerk.*

To keep Records, Minutes, etc.—Sec. 6 ..... 14
Notify Members—Sec. 6 ..... 14
To Keep Warrant Book—Sec. 6 ..... 14
Draw Warrants, etc—Sec. 6 ..... 14
Keep Accounts—Sec. 6 ..... 14
Send Books and Papers—Sec. 6 ..... 14
Take care of all Books and Papers—Sec. 6 ..... 14

*Duties of Treasurer.*

To keep correct accounts—Sec. 8 ..... 14
Make Reports to Board—Sec. 8 ..... 14
Cash Warrants—Sec. 8 ..... 14
Report balance to the Board—Sec. 8 ..... 14
Receive Warrants from the Board, alone—Sec. 9 ..... 14

***Duties of the Various Committees.***

PAGE.

Teachers' Salaries and School Government—Sec. 10 ..... 15
Repairs—Sec. 15, 16, 17 and 18 ..... 15
Supplies—Sec. 19 ..... 16
Normal School Examination and Census—Sec. 20 ..... 16
Audit—Sec. 21 ..... 16
School Buildings and Furniture—Sec. 22, 23, 24 ..... 16
Library—Sec. 25 ..... 17
When and where Committees shall meet—Sec. 26, 27 ..... 17
What shall authorize Committee work—Sec. 27 ..... 17

***Amendments,—How Made.***

To the By-Laws—Sec. 28 ..... 17
Rules of Order—Sec. 28 ..... 17
Rules and Regulations—Sec. 28 ..... 17
Course of Studies—Sec. 28. ..... 17
Suspension of By-Laws, Rules, etc.—Sec. 29 ..... 18

***Miscellaneous.***

List of Officers for 1890–91 ..... 3
Members for 1890-91. ..... 4
Members of Standing Committees for 1890–91 ..... 5
Officers from 1865 to 1891 ..... 6
Parliamentary Practice Chart ..... 21
Rules of Order. ..... 19
Order of Business ..... 22

# RULES AND REGULATIONS.

## *Superintending Principal.*


| | PAGE. |
|---|---|
| Who shall be Superintending Principal—Sec. 1 | 23 |
| To prepare and keep Records—Sec. 2, 4 | 23 |
| Make requisitions—Sec. 2 | 23 |
| Make Reports—Sec. 2, 3, 4, 8, 9, 42 | 23, 24, 29 |
| Make Official Lists of Primary School Teachers—Sec. 5 | 24 |
| Prepare Pay Rolls, etc.—Sec. 2 | 23 |
| See that Rules are enforced—Sec. 3 | 23 |
| Attend meetings and give information—Sec. 4, 6 | 23, 24 |
| Visit the Schools and inspect the Classes—Sec. 7 | 24 |
| Give his orders, etc., through the Principals—Sec. 7 | 24 |
| Make arrangements to meet emergencies—Sec. 8. | 24 |
| Suspend for wilful violations of Rules, etc.—Sec. 9. | 24 |
| Settle difficulties and advise—Sec. 10. | 25 |
| Report on absent Teachers, etc.—Sec. 11 | 25 |
| Conduct examinations—Sec. 12 | 25 |
| Teachers may appeal from his decision—Sec. 13 | 25 |
| Who shall officiate in the absence of the S. P.—Sec. 13 | 25 |
| Monitors to be assigned by the S. P.—Sec. 65, 145 | 33, 46 |
| Duties at Normal School and Teachers' Meetings—Sec. 57, 148 | 32, 46 |
| Notifications by the S. P. relative to High School Pupils—Sec. 95 | 38 |
| Money received for books to be promptly paid over, etc.—Sec. 38 | 29 |


## *Principals.*


| | |
|---|---|
| Principals and their qualifications—Sec. 15 | 25 |
| General duties—Sec. 15, 16, 17, 20, 21, 22, 87, 95 | 25, 26, 37, 38 |
| To whom he shall be directly responsible—Sec. 15, 18 | 25, 26 |
| Shall teach Mathematics in the first class—Sec. 20 | 26 |
| To visit the Classes frequently—Sec. 20 | 26 |
| Must not employ pupils at his clerical work—Sec. 30 | 27 |
| Shall not sell books, etc., to pupils—Sec. 30 | 27 |
| Shall receive complaints, etc.—Sec. 23 | 26 |

FREE PUBLIC ... N. J. 1890

***Principals.***—*Continued* PAGE.

To take charge of supplies—Sec. 24 ... 27
Shall see that Truant Officers do their duty, etc.—Sec. 26 ... 27
To see that Janitors, Engineers, etc., do their duty—Sec. 25, 114 ... 27, 41
Shall have charge of School Property—Sec. 25 ... 27
To make requisitions for supplies—Sec. 27 ... 27
To protect Teachers and Pupils—Sec. 28 ... 27
Records and Registers to be kept—Sec. 22, 29, 33, 84, 135 ... 26, 27, 28, 36, 44
May suspend Pupils, etc.—Sec. 31 ... 28
To see that physical punishment is not inflicted—Sec. 31 ... 28
Relative to reproving Teachers—Sec. 32 ... 28
Inventories to be made—Sec. 36 ... 28
Relative to lost Books—Sec. 37 ... 29
Relative to Grades and Classes run down—Sec. 35, 96, 160, 161, 28, 39, 49
Damage to Books, Furniture, etc.—Sec. 38 ... 29
May visit other Schools, etc.—Sec. 34 ... 28
Opening and Closing Exercises, Order etc.—Sec. 39 ... 29
Signing Official Reports—Sec. 41 ... 29
Fire Drill, to superintend—Sec. 42 ... 29
Certificate to Scholars for High School—Sec. 95 ... 38
Not to allow religious or political discussions—Sec. 28 ... 27
Not to critisise or insult Teachers—Sec. 32 ... 28
To notify Parents of Pupils' absence—Sec. 117 ... 42
Examinations to precede promotions—Sec. 15, 20, 160, 167 ... 25, 26, 49, 50
To report to Board on conflict of authority—Sec. 18 ... 26
" " per centage of Classes, etc.—Sec. 22 ... 26
" " indecorum, etc.—Sec. 28 ... 27
" " inventory—Sec. 36 ... 28
" " result of visiting, etc.—Sec. 34 ... 28
" " refusal to pay for lost Books—Sec. 37 ... 29
" Sup't. Prin. on condition of his School—Sec. 19 ... 26
" " " complaints from employees—Sec. 23 ... 26
To report to Sup't. Prin. on bad care of Books, etc.—Sec. 24 ... 27
" " requisition for supplies—Sec. 27 ... 27
" " want of decorum, etc.—Sec. 28 ... 27
" " suspensions—Sec. 31 ... 28
" " damaged Books, etc.—Sec. 38 ... 29
" " absentee Teachers—Sec. 42 ... 29
" " Fire Drill—Sec. 42 ... 30

***Principals.***—*Continued.* PAGE.

To report to Committee on T. S. and S. Gov't serious complaints—Sec. 23 ---- 26
To report to Committee on T. S. and S. Gov't damage to books, etc.—Sec. 24 ---- 27
To report to Committee on T. S. and S. Gov't neglect of duty by Janitors, etc.—Sec. 25, 114 ---- 27, 41
To report to Committee on T. S. and S. Gov't neglect of duty by Truant Officer—Sec. 26 ---- 27
"Punishment Record"—Duties relative to—Sec. 55 ---- 31
Time Record of Teachers to be kept—Sec. 84 ---- 36
To decide who may be admitted to visit—Sec. 157 ---- 48
Absence, or sickness—Sec. 76 ---- 35

***Vice Principals.***

Grammar Schools to have first and second Vice Principals—Sec. 43 ---- 30
Shall teach the first class—Sec. 43 ---- 30
Shall assist the Principal, etc.—Sec. 43 ---- 30
Officiate in Principal's absence—Sec. 44 ---- 30
Absence of first Vice Principal—Sec. 44 ---- 30
Second Vice Principal—Duties and pay—Sec. 45 ---- 30
Vice Principals shall officiate at opening and closing—Sec. 46 ---- 30
Whom they shall obey, etc.—Sec. 46 ---- 30

***Teachers.***

What authority they shall obey—Sec. 47 ---- 31
Must reside in the city—Sec. 48 ---- 31
Discipline in class-rooms—Sec. 47 ---- 31
Absence of Teachers must be reported to Principals—Sec. 49 ---- 31
Change of residence to be reported—Sec. 49 ---- 31
Their arrival, etc., to be reported to the Principals—Sec. 50 ---- 31
Shall not leave their duties, etc.—Sec. 50, 52 ---- 31
Promotions of Teachers, etc.—Sec. 5, 51 ---- 24, 31
Other business prohibited when teaching—Sec. 52 ---- 31
Unsuccessful teaching—Sec. 53 ---- 31
"Record of Punishments" to be kept—Sec. 55 ---- 31
Must leave building when work is done—Sec. 56 ---- 32
Teachers themselves to keep good order—Sec. 57 ---- 32
Teachers' Meetings—Sec. 57, 63 ---- 32, 33
Pupils must not be permitted to linger around—Sec. 58 ---- 32

***Teachers.***—*Continued.* PAGE.

Teachers to assist in maintaining order in the School—Sec. 58 32
Discipline and punishment of Pupils—Sec. 59, 61 32
To send complaints to Principals—Sec. 60 32
Talk and temper of Teachers in class-rooms—Sec. 61 32
No suspension of Pupils by Teachers—Sec. 62 33
Presents from Pupils—Sec. 62. 33
Keeping Records—Sec. 55, 63 31, 33
To attend Normal School and Teachers' Meetings—Sec. 63 33
Irregular attendance of Pupils to be reported—Sec. 63 33
Relative to appointment of Teachers—Sec. 5, 48, 64 24, 31, 33
Relative to former Teachers who return—Sec. 64 33
Teachers who have taught ten or more years—Sec. 169 51
Teachers may appeal to the Board—Sec. 13 25

***Monitors.***

Temporary and permanent assignments—Sec. 64, 65 145, 146 33, 46
Not to be paid, if not assigned by the S. P.—Sec. 65 33
May work for outside parties when on the list—Sec. 65 33
Refusing their regular term of a permanent assignment—Sec. 65 33
Monitor's pay for teaching—Sec. 66. 34
Pay of assigned Monitresses for first year—Sec. 66 34
No salary during vacations on holidays—Sec. 67 34
Period of probation—Sec. 66, 68 34
Same Rules, etc., as for Teachers—Sec. 68 34
To be under Principal's observation during first year—Sec. 21 26

***Opening and Closing Exercises.***

Who shall conduct them and how—Sec. 80, 81 36
Pupils not to be detained at noon-time—Sec. 83 36
Dismissals—Time and formula of—Sec. 85, 86, 87 36

***High School.***

To be separate and independent,—Sec. 88 37
Principals and Teachers subject to the General Rules, etc.—Sec. 88 37
Who shall teach and control the High School—Sec. 90 37
What the Principal shall teach—Sec. 89 37
Divisions of the High School—Sec. 90 37

***High School.***—*Continued.* PAGE.


Who shall decide relative to divisions—Sec. 90 ---- 37
Course in High School—three years—Sec. 91 ---- 37
No part of Course elective—Sec. 91 ---- 37
Tests for admission to High School—Sec. 92, 95, 160. ---- 37, 38, 49
Mode of admission to—Sec. 93, 95 ---- 38
Cases of non-proficiency—Sec. 93, 94 ---- 38
Non-residents—terms of their admittance—Sec. 94, 156 ---- 38, 48
" tuition fees to be paid to S. Prin. in advance, etc.—Sec. 94 ---- 38
Term time of the High School—Sec. 95 ---- 38
Principal of High School to determine fitness of Pupils—Sec. 95 ---- 38
Principal of High School to report admission of non-resident Pupils—Sec. 94 ---- 38
Promotions in High School—Sec. 96, 100 ---- 39
Annual examinations for graduations—Sec. 97 ---- 39
Who shall conduct and direct annual examinations—Sec. 98, 101 ---- 39
Who shall prepare the questions and how—Sec. 98 ---- 39
Tests for graduations in High School—Sec. 99 ---- 49
High School Teachers to keep records, etc.—Sec. 101 ---- 39
German and Drawing Teachers to conform to Rules, etc.—Sec. 101 ---- 39
High School "Commencements"—Sec. 102 ---- 39
" " graduates for Monitors—Sec. 146 ---- 46


***Normal School.***


What it is intended for—Sec. 127. ---- 43
Who shall attend it—Sec 129, 131, 132. ---- 43, 44
How they are to be admitted—Sec. 130, 132 133. ---- 43, 44
Teachers and sessions of—Sec. 127, 128. ---- 43
What shall be taught in—Sec. 134. ---- 44
Principal to keeps records, make reports, &c—Sec. 135. ---- 44
Principal responsible for good order, &c.—Sec. 135 ---- 44
Examinations for graduations. How and by whom conducted.—Sec. 136 ---- 44
Test studies for graduations—Sec. 137. ---- 44
Scale for averages and graduations—Sec. 137. ---- 45
Questions for examinations—Sec. 138, 139. ---- 45
Age for graduation—Sec. 140. ---- 45
Record and Report of examinations—Sec. 141 ---- 45

***Normal School.***—*Continued.* PAGE.

"Official Monitor List." How arranged—Sec. 141 ---------- 45
Relative to pupils who fail, &c.—Sec. 141 ---------- 45
Diplomas.—Form of—Sec. 142 ---------- 46
" —To whom granted—Sec. 142, 143 ---------- 46
" —May be annulled—Sec. 144---------- 46
Privileges of Graduates—Sec. 143, 145---------- 46

***Absence from Duty.***

What shall be termed absence from duty—Sec. 69---------- 34
What may be excused and how—Sec. 69, 70, 72, 78---------- 34, 35
What term and kind of absence will make a vacancy—Sec. 71- 34
Penalties for various degrees of absence—Sec. 70, 71, 74, 75, 77- 34, 35
Case of death in Teacher's family—Sec. 72---------- 34
" absence from Teacher's Meetings—Sec. 73---------- 34
" " " Normal School—Sec. 74---------- 35
Lateness at School sessions—Sec. 75---------- 35
Absence or sickness of Principals—Sec. 76---------- 35
" " Janitors or Engineers—Sec. 77 ---------- 35
" on account of contagious diseases—Sec. Sec. 78----- 35
Permits for absence from Trustees—Sec. 79---------- 35

***Janitors and Engineers.***

Janitors must reside near the School—Sec. 103---------- 40
" to notify Principals of change of residence—Sec. 103- 41
Duties relative to heating School buildings—Sec. 104, 108---- 40
" " other matters—Sec. 105, 108, 109, 110, 111, 112, 40, 41
" " whom he shall admit—Sec. 106, 157 ---------- 40, 48
" " stormy weather—Sec. 110---------- 40
Shall not sell or dispose of any School property—Sec. 107---- 40
Schools and School premises must be kept clean, etc.—Sec. 109, 110, 111 ---------- 40, 41
Engineer's duties—Sec. 113 ---------- 41
Violations of Rules, etc—Sec. 115.---------- 41
Relative to absence and sickness—Sec. 77, 112---------- 35, 41

***Scholars.***

Must be subject to Rules and Discipline—Sec. 116---------- 42
Lateness or absence—Sec. 117, 123, 124, 126---------- 42, 43
Inattention to study or disorderly conduct—Sec. 117 ---------- 42
Excuses for absence or lateness—Sec. 118---------- 42
Time of admission—Sec. 119---------- 42

***Scholars.***—*Continued.* PAGE.

To pay for Books mutilated or lost—Sec. 120 ---- 42
Penalty for defacing property—Sec. 121 ---- 42
To keep books covered—Sec. 122 ---- 42
Average attendance—Sec. 125 ---- 43
Time of examination for annual promotions—Sec. 15 ---- 25
Promotions of Pupils—Sec. 20, 160, 167 ---- 26, 49, 50

***Teachers' Meetings.***

All Teachers and Monitors to attend—Sec. 147 ---- 46
Time for meetings—Sec. 147 ---- 46
Who shall preside—Sec. 148 ---- 46
Good order to be maintained—Sec. 57, 148 ---- 32, 46

***Night Schools.***

When they shall commence, etc.—Sec. 149 ---- 47
Pupils—How admitted—Sec. 150 ---- 47
Misconduct—Sec. 151 ---- 47
Number and compensation of Teachers—Sec. 152 ---- 47
Classes which run down—Sec. 153 ---- 47

***School Census.***

Who shall appoint the census-takers—Sec. 154 ---- 47
Who shall take the school census—Sec. 154 ---- 47
Time and method of taking—Sec. 154. ---- 47
How to qualify and form of official oath—Sec. 154 ---- 47
Report, etc., to be made by Committee on Census—By-Laws —Sec. 20 ---- 16

***Miscellaneous Rules.***

When and how non-resident Pupils may be admitted—Sec. 94, 156. ---- 38, 48
Entertainments, etc., in the Schools—Sec. 158 ---- 48
Entrance doors, etc.—Sec. 159 ---- 49
Admission of strangers to School buildings—Sec. 157 ---- 48
Promotion in the School grades—Sec. 20, 160, 167. ---- 26, 49, 50
How grades and classes are to be arranged—Sec. 161 ---- 49
Vacations and holidays—Sec. 162 ---- 49
When and how the Schools may be closed—Sec. 163 ---- 49
Promotions of Teachers from Primary Schools—Sec. 5 ---- 24
Pupils must not skip over grades—Sec. 35, 160, 161 ---- 28, 49
Diplomas for Grammar School Pupils—Sec. 164 ---- 49

***Miscellaneous Rules.***—*Continued.* PAGE.


Early dismissals on Fridays—Sec. 165 ---- 50
Twenty days—a month's teaching—Sec. 165 ---- 50
Annual promotions—Sec. 167 ---- 50
Charges and trials—Sec. 166 ---- 50
Uniform text-books to be used in same grades—Sec. 168 ---- 50
Teachers who have taught ten or more years—Sec. 169 ---- 51
General Remarks ---- 51
Duties of Librarian ---- 52


***Course of Studies.***


High School ---- 53
Primary Grades ---- 56
Grammar " ---- 64
German Classes ---- 70
Drawing " ---- 72
Music " ---- 73


***Teachers' Names, Residences, Salaries, etc.***


School No. 1 ---- 76
" " 2 ---- 77
" " 3 ---- 79
" " 4 ---- 80
" " 5 ---- 81
High School Department ---- 82
German " ---- 82
Drawing " ---- 83
Music " ---- 83
Official Monitors' List ---- 84

Ref. 14807
FREE PUBLIC LIBRARY,
HOBOKEN, N. J.
CITY APPROPRIATION.

CLASS NO.
379 31 62

Ref. 14807
379 31 62

Date Loaned